



Student Protection Policy

Purpose:	<p>The purpose of this policy is to provide written processes about:</p> <ul style="list-style-type: none"> (a) How the college will respond to harm, or allegations of harm to students; and (b) The appropriate conduct of the College's staff and students <p>To comply with accreditation requirements.</p>	
Scope:	<p>Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Kingsley College and covers information about the reporting of harm and abuse.</p>	
Status:	Approved 2022-1	Supersedes: V2022
Authorised by:	Kingsley College Board	Date of Authorisation: 9/05/2022
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2020 (Qld) • Kingsley College Complaints Handling Policy 	

	<ul style="list-style-type: none"> • Kingsley College Student Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld)) • Kingsley College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld)) 	
Review Date:	Annually	Next Review Date: 2023
Policy Owner:	College Governing Body	

Foreword

Kingsley College is committed to the wellbeing and holistic development of students attending our school.

This policy and procedures encourages and supports our school in its commitment to providing a safe and supportive living and learning environment for students.

This Policy is based on the following principles:

- The safety, wellbeing and best interests of a student are paramount.
- Every student has inherent rights, including dignity, privacy, respect and safety.
- A child has a right to be protected from harm or risk of harm.
- The value of the family unit is to be respected but not to the detriment of the wellbeing and best interests of the student.
- All appropriate measures will be taken to protect students from all forms of harm. · In every preventative or protective action relating to harm, the total wellbeing and best interests of the student are the primary concerns.
- Harmful acts by anyone in authority over a student are a breach of trust and professional conduct – in addition to any breach of law.
- Any form of sexual behaviour by an adult employee to, or with a student or students who comes under his/her care is always sexual abuse.
- Child sexual abuse is a serious criminal offence and will always be reported to the police.
- All employees have a responsibility to care for students who come under their care and to promote their best interest and wellbeing.
- All persons belonging to or associated with Kingsley College will be treated openly and transparently in accordance with this Policy.

All employees in our school are expected to respect the ethos and Biblical Christian values of Kingsley College and share in our responsibility to promote and strive to provide a safe environment for students. This responsibility is placed on them by the teachings of Jesus and His epistles, as well as the law of Queensland. Appropriate employment selection procedures have been implemented to engage employees and others who will have responsibility for students; and for those persons whose work brings them into contact with students at Kingsley College.

All employees are expected to conduct themselves with the professionalism implied by their position, training and/ or as stated in their employment contract. Employees are expected to behave at all times in the best interests of students.

Behaviour of a sexual, physical or psychological nature, which exploits the special position of trust and authority between employees and students, is a breach of this Policy and associated procedures and may constitute a criminal offence. This policy specifically applies to students 18 years of age and under. It is also recognised that at times young adults [that is, persons aged over 18 but less than 25] participating in Kingsley College activities may be vulnerable. Accordingly, our school will take care to promote the welfare and best interests of young adults.

Reporting information or allegations of harm concerning a child within a school is mandatory. Legal and college consequences will apply to any employee or other person where such allegations are made and are not reported as required.

Regular monitoring and auditing procedures will facilitate and affirm compliance. Monitoring and auditing the implementation and practice of the policy will be the responsibility of the Board.

The College Board in consultation will review this policy 12 months from the effective date.

Rev John Alley Senior Minister of Peace Christian Church,
Director and Founder of Kingsley College
August 2016

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
 - 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 child who -
 - a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
 - b) does not have a parent able and willing to protect the child from the harm.
- **Section 13E of the *Child Protection Act 1999* – A “reasonable suspicion”** is a suspicion formed on grounds that are reasonable in the circumstances, and also states that –
 - a) a reasonable suspicion may have been informed by observation of the child, other knowledge of the child or any other relevant knowledge, training or experience the person forming the suspicion may have; and
 - b) matters that may be considered when forming a reasonable suspicion include; detrimental effects on the child's body or psychological or emotional state that are evident or likely to become evident in the future; the nature and severity of the detrimental effects and the likelihood they will continue; and the child's age.

- **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 processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

Responding to Reports of Harm

When the college receives any information alleging 'harm'[1] to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can (See Appendix 1, 2 and 3). This is set out in the College’s Student Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy [2].

Reporting Sexual Abuse [6]

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

Then the staff member must give a written report (See Appendix 4, Form 1) about the abuse or suspected abuse to the Principal or to a Director of the College's Governing Body immediately.

The College's Principal or a Director of the College's Governing Body must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the College's Principal, the Principal must give a written report (See Appendix 4, Form 2) about the abuse, or suspected abuse to a police officer immediately and must also give a report to a Director of the College's Governing Body immediately.

A report for Form 2 under this section must include the following particulars (A report for Form 4 under this section must not contain any identifying information): -

- 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 [7].

Reporting Likely Sexual Abuse [8]

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the College, that any of the following is likely to be sexually abused by another person: -

- a) a student attending the college;
- b) a kindergarten aged child registered in a kindergarten 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 (See Appendix 4, Form 1) about the abuse or suspected abuse to the Principal or to a Director of the College's Governing Body immediately.

The College's Principal or the Director of the College's Governing Body must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the College's Principal, the Principal must give a written report (See Appendix 4, Form 2) about the abuse, or suspected abuse to a police officer immediately and must also give a report to a Director of the College's Governing Body immediately.

A report for Form 2 under this section must include the following particulars (A report for Form 4 under this section must not contain any identifying information): -

- a) the name of the person giving the report (the **first person**);
- b) the student's name and sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware: -
 - i) the student's age;
 - ii) the identity of the person who is suspected to be likely to sexually abuse the student;
 - iii) the identity of anyone else who may have information about suspected likelihood of abuse[9].

Reporting Physical and Sexual Abuse [10]

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an early education and care professional forms a 'reportable

suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

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

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

The doctor, nurse, teacher or early education and care professional 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, teacher or early education and care professional should give a copy of the report to the Principal.

Mandatory reporters on staff (i.e teachers, early education and care professionals) are to confer with the College Principal as part of the reporting process. (See Appendix 1, Summary of Reporting Harm; See Appendix 2, Student Protection Decision Tree for Teachers).

College staff (other than mandated staff) are to report to the College Principal (See Appendix 1, Summary of Reporting Harm; See Appendix 3, Student Protection Decision Tree for Non-Teachers), who will then prepare a report to the Chief of the Department of Communities, Child Safety and Disability Services (See Appendix 4, E-Report Form 3), and must also give a report (See Appendix 4, Form 4) to a Director of the College's Governing Body.

A report (See Appendix 4, E-Report Form 3) under this section must include the following particulars: -

- a) state the basis on which the person has formed the reportable suspicion
- b) the information prescribed by regulation, to the extent of the person's knowledge^[1].

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 [3].

Reporting Staff, Contractors, and Volunteers

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to either the Principal or the College's Student Protection Officers (SPO's): -

- Eleisha McCoombes - School Chaplain
- Michael Appleton - Principal

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it (See Appendix 4, Form 1) to the Student Protection Officer who will confer with the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform the Student Protection Officer who will confer with a member of the College's governing body [5]. Reports will be dealt with under the College's Complaints Handling Policy.

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 [12].

Staff, Students, and Parents are made aware of the College's protection policies.

Staff:

- a) annual student protection in-service training for employees (policy and procedures)
- b) relief teachers and work placement students: Induction training
- c) induction programs for newly appointed staff members - Student Protection Policy and Procedures and Code of Conduct (Staff) prior to commencement
- d) policy and procedures placed on Staff Website

- e) training for school based Student Protection Officers
- f) regular staff meetings
- g) other relevant training as determined by the Principal

Students:

- a) information about reporting and SPO's in the student handbook
- b) reference made at college assemblies at least once per year
- c) posters displayed on college grounds identifying SPO's

Parents:

- a) references made in college newsletter at least once per year
- b) Student Protection Information Handbook for Parents made available electronically
- c) Student Protection Information Handbook for Parents: Hardcopies in reception areas
- d) policy and procedures available on the college website (intranet and internet)

Volunteers and Visitors:

- a) policy and procedures placed on the college website and intranet
- b) instructions provided by supervising / responsible staff member

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 annually [13].

The College will induct staff on the Student Protection Policy:

- a) annually; during professional development at the beginning of the year,
- b) upon hiring.

The College will record training of the Student Protection Policy to staff:

- c) in the staff policy induction attendance register
- d) by storing the assessment completed at the end of training as evidence of completion.

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 [14].

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 [15].

Complaints Procedure

Suggestions of non-compliance with the College's processes may be submitted as complaints under Kingsley College Complaints Handling Policy.[16].

Helpful Links

- Department of Communities, Child Safety and Disability Services [Child Protection Guide](#) resource
- Department of Communities, Child Safety and Disability Services [Online Child Protection Guide Decision Making Tree](#)

Appendices

- Appendix 1 – Summary of Reporting Harm
- Appendix 2 – Student Protection Decision Tree for Teachers
- Appendix 3 – Student Protection Decision Tree for Non-Teachers
- Appendix 4
 - General Use Forms
 - Form 1 - Suspected Harm or Sexual Abuse Report (General use to inform Principal/SPO)
 - Office Use Only Forms
 - Form 2 - Suspected Sexual Abuse or Likely Sexual Abuse Report (Principal/Teacher/Non-Teaching/SPO to use)
 - Form 3 - E-Report (Principal/Teacher/SPO online report to Child Safety)
<https://secure.communities.qld.gov.au/cbir/ChildSafety#>

- Form 4 - Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to the School Board Report (Principal use only)
- Form 5 - Inappropriate Behaviour Report – Reporting allegation or incident Involving a staff member or volunteer (To give to Queensland College of Teachers)

[1] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

[2] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

[3] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

[4] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*

[5] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*

[6] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

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

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

[9] *Education (General Provisions) Regulation 2017 (Qld) s.69*

[10] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(d)*

[11] See *Child Protection Regulation 2011 (Qld) s.10* "Information to be included in report to chief executive"

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

[13] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

[14] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

[15] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

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

Appendix 1

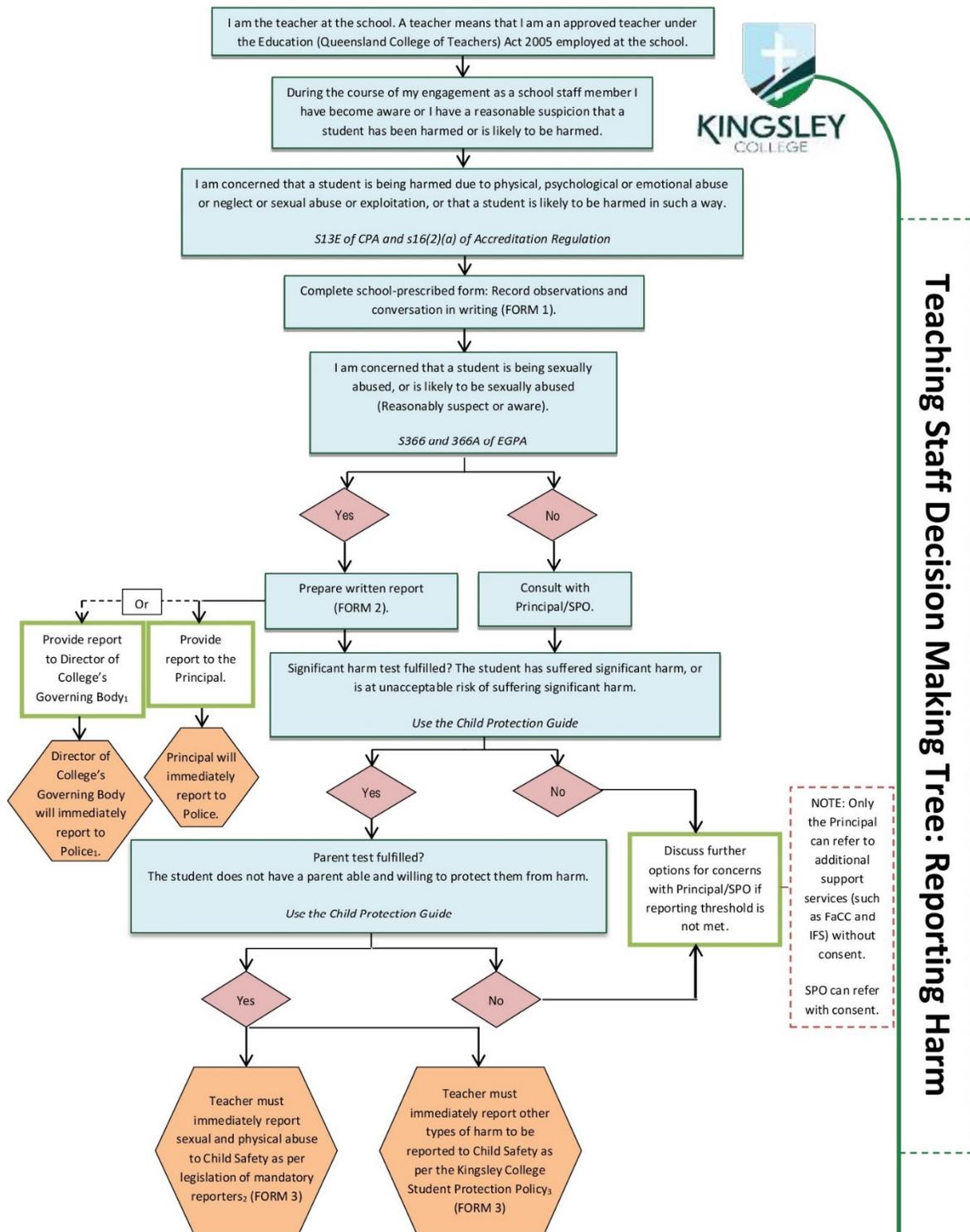


Summary of Reporting Harm

Who	What abuse	Test	Report to	Process	Legislation
All staff	Sexual	Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused	Principal, or Director of the College's Governing Body through to police	Prepare written report: <ul style="list-style-type: none"> Principal/ Director of the College's Governing Body Recipient of form to immediately give to police 	EGPA sections 366 and 366A Kingsley College SP Policy
College staff other than mandated staff (teacher / registered nurses)	Sexual	As above + Significant harm and Parent not able and willing to protect	Principal through to Child Safety	Principal <ul style="list-style-type: none"> Prepare written report; and Immediately provide report to Child Safety 	CPA section 13E Kingsley College SP
Teacher (Mandatory reporter)	Sexual and physical (mandatory) Psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Report to Child Safety	Mandated reporter (legislation); <ul style="list-style-type: none"> Consult with Principal; Prepare written report; and Immediately provide report to Child Safety 	CPA sections 13E and 13G Kingsley College SP Policy
College Staff other than mandated staff (teachers / registered nurses)	Physical, psychological, emotional, neglect, exploitation	Significant harm and Parent not able and willing to protect	SPO / Principal, through to Child Safety	SPO / Principal <ul style="list-style-type: none"> To consult with Principal and SPO (as delegated); SPO and staff member to prepare written report; Principal / SPO to immediately provide report to Child Safety 	Accreditation Regulations section 16 CPA section 13 Kingsley College SP Policy

Who	What abuse	Test	Report to	Process	Legislation
All staff	Any	Reporting threshold not met to report to Child Safety HOWEVER Support services would be beneficial to the child and family to prevent future CP concerns	Principal to refer through to Family and Child Connect (FaCC), Intensive Family Services (IFS), or other support services	Principal or SPO · SPO can refer with consent to FaCC, IFS or other services	CPA Sections 13B and 159M Kingsley College SP Policy
Principal	Any	Reporting threshold not met to report to Child Safety HOWEVER Support service would be beneficial to the child and family to prevent future CP concerns. Refer without consent	Principal to refer through Family and Child Connect (FaCC), Intensive Family Service (IFS) or other support service	Principal · Principal can refer without consent to FaCC, IFS, or other support services	CPA Sections 13B and 159M

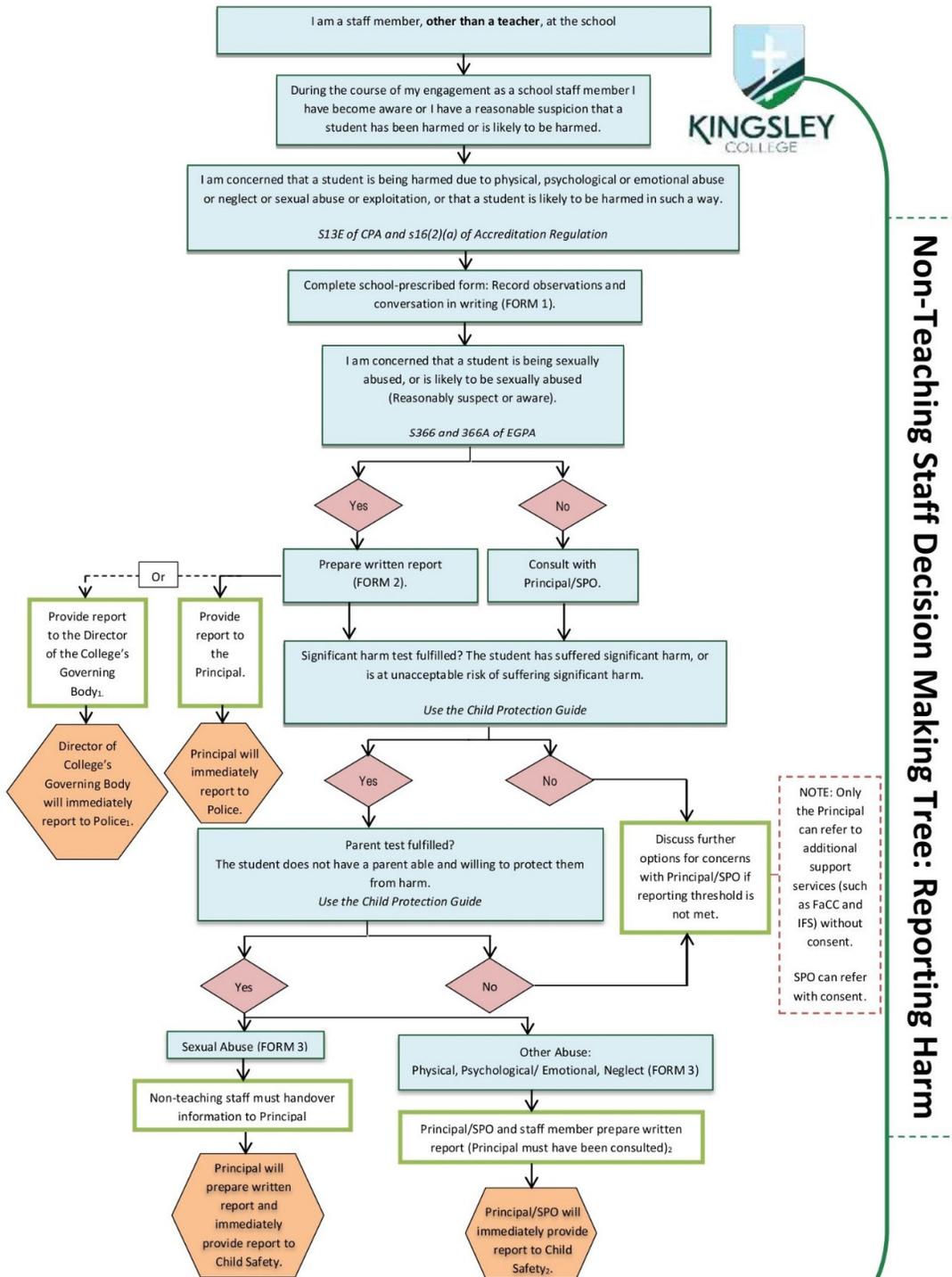
Appendix 2



NOTE: Only the Principal can refer to additional support services (such as FaCC and IFS) without consent. SPO can refer with consent.

1. Under the s366 and 366A of the Education (General Provisions) Act 2006, a school staff member may provide a report about sexual abuse or likely sexual abuse to a director of the school's governing body rather than the Principal.
 2. Under s13G(3)(b) of the Child Protection Act 1999, a teacher's personal responsibility to report sexual and physical abuse to Child Safety is discharged if they know, or reasonably suppose, that Child Safety is aware of the matter.
 3. Under s16(2)(a) of the Education (Accreditation of Non-State Schools) Regulation 2017, the school must have processes for responding to allegations or incidents of emotional or psychological abuse or neglect.

Appendix 3



1. Under the s366 and 366A of the Education (General Provisions) Act 2006, a school staff member may provide a report about sexual abuse or likely sexual abuse to a director of the school's governing body rather than the Principal.
2. Under s16(2)(a) of the Education (Accreditation of Non-State Schools) Regulation 2001, the school must have processes for responding to allegations or incidents of emotional or psychological abuse or neglect.

Appendix 4

Form 1



Report of Suspected Harm or Sexual Abuse

Form 1

School-Prescribed Form

Private and Confidential

Date:
School:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

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 in out of home care? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE
<input type="checkbox"/> Adult family member <input type="checkbox"/> Child family member <input type="checkbox"/> Other adult <input type="checkbox"/> Student/other child <input type="checkbox"/> Unknown

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
<p>Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location 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.</p>
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>

Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/>		
Name of staff member making report:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

OFFICE USE ONLY (SPO/Principal – tick all that apply)		
Type of Abuse:	Form/s Needed:	Action Taken (form was emailed to):
<input type="checkbox"/> Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Emotional/ Psychological <input type="checkbox"/> Neglect <input type="checkbox"/> Other:	<input type="checkbox"/> Form 2 – Suspected Sexual Abuse or Likely Sexual Abuse <input type="checkbox"/> Form 3 – E-Report to Child Safety <input type="checkbox"/> Form 4 – Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to the School Board <input type="checkbox"/> Form 5 – Inappropriate Behaviour Report <input type="checkbox"/> Other:	<input type="checkbox"/> Queensland Police Services (QPS) <input type="checkbox"/> Department of Communities (Child Safety Services) <input type="checkbox"/> Family and Child Connect (FaCC) <input type="checkbox"/> Queensland College of Teachers <input type="checkbox"/> Other:
Additional Action Taken		
Date Initial Report:		Date Action Taken:
Additional Information:		
Principal Sign:		

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

Form 2



PRIVATE & CONFIDENTIAL

FORM 2

SUSPECTED SEXUAL ABUSE OR LIKELY SEXUAL ABUSE REPORT FORM

Date:

Was the Child Protection Guide used to support the decision to submit this report? No Yes

If yes, please email copy of the printable summary

Reporters name: Position:

Contact phone: Email address:

Provide details regarding when you are available to be contacted if Police require further information

Principal's name: Contact phone:

Email address:

Sexual abuse: Actual/Alleged Suspected Likely Date concerns identified:

Details of Student Sexually Abused or Likely Sexual Abused

Student 1.

Surname: Given names:

Alias/s (last name, first name): Date of birth:

Male Female Intersex Year level: Aboriginal Torres Strait Islander

Aboriginal and Torres Strait Islander Background Does the student have a disability Yes No

If Yes, Disability:

Students address: Suburb/Town:

State: Postcode: Phone number: Students personal mobile:

Is there another subject child or young person for this report? Yes No

Family Details - Parent/Caregiver Details

Parent/Caregiver 1.

Surname: Given names:

Relationship to student:

Address: (if different from student/s) Suburb/Town:

State: Postcode: Home number: Work number mobile:

Mobile mobile:



PRIVATE & CONFIDENTIAL
FORM 2

SUSPECTED SEXUAL ABUSE OR LIKELY SEXUAL ABUSE REPORT FORM

Parent/Caregiver 2.

Surname: _____ Given names: _____

Relationship to student: _____

Address: (if different from student/s) _____ Suburb/Town: _____

State: _____ Postcode: _____ Home number: _____ Work number mobile: _____

Mobile phone: _____ Is the student in the care of the State? Yes No

If yes, please provide name of the Child Safety Officer: _____

Are there any relevant orders in place? Yes No If yes, please specify: _____

(e.g. Child Protection, Domestic Violence, Family Law Court)

When the child/ren reside in multiple households, outline current care arrangements (if known):

Location of child/ren (if known): _____

Other Household Members: (all known names of children, family and significant others)				
Name	D.O.B.	Gender	Relationship to Child	School

Person to have caused the sexual abuse or likely sexual abuse

Adult family member Child family member Other adult Student/other child Unknown



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FORM 2

SUSPECTED SEXUAL ABUSE OR LIKELY SEXUAL ABUSE REPORT FORM

Provide all information you have which led to the suspicion of sexual abuse or likely sexual abuse

Details of person alleged to have caused the harm:

Surname: Given names:
Relationship to student:
Address: Suburb/Town: State: Postcode:

Details of any sexual abuse and/or risk of sexual abuse to the student - Please include: Time and date of incident, source of information, physical appearance of any injury, immediate and ongoing safety concerns, any disclosures made by student, any previous incidents of harm or behavioural indicators of harm, presence of any medical needs or developmental delays.

Details of parent/carer's circumstances - e.g. parenting capacity; protective capacity; presence of complicating factors including domestic violence, drug/alcohol misuse; mental health history; physical or intellectual disabilities, family stressors - financial, isolation, accommodation, unemployment, family law disputes; mobility and transience.

Parent/carer's knowledge of incident and their response.

Details of environmental factors - e.g. condition of home, access to student by person alleged to have caused harm, presence of parent/household member able and willing to protect the student.



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FORM 2

SUSPECTED SEXUAL ABUSE OR LIKELY SEXUAL ABUSE REPORT FORM

Other services or supports currently in place to support the student - Please include contact with other professional (police, medical, community)

Details of anyone else who may have information about the alleged abuse - Please include name/s and contact details of other persons who may have information.

Are you aware of any prior relevant contact this family has had with? Child Safety Queensland Police Service Queensland Health/CYMHS

Are you aware of any other schools that might hold relevant child protection information in relation to this family? Yes No
Any additional information or comments?

Additional information provided as an attachment? Yes No



PRIVATE & CONFIDENTIAL

FORM 2

SUSPECTED SEXUAL ABUSE OR LIKELY SEXUAL ABUSE REPORT FORM

This form must be co-signed by the principal

Reporter Name: Reporter Signature:

Date:

Principal Name: Principal Signature:

Date:

Action to be Taken

Report to Queensland Police Services

Email to: Date:

Report to Child Safety Regional Intake Service if reporting threshold is met

(Relevant RIS is the residential address of the family)

Email to: Date:

Form 3

- E-Report (Principal/Teacher/SPO online report to Child Safety)
<https://secure.communities.qld.gov.au/cbir/ChildSafety#>

Form 4



FORM 4

NOTIFICATION OF REPORTABLE SUSPICION OF SEXUAL ABUSE/ LIKELY SEXUAL ABUSE OR HARM TO THE SCHOOL BOARD

Date: Student/s Name:
Principal Name:
Contact phone: Mobile phone:
 Abuse/Assault Sexual Physical Psychological/Emotional Neglect Date concerns identified:

Was the Child Protection Guide used to support the decision to submit this report? No Yes

If yes, please email copy of the printable summary

Details of Student Allegedly Assaulted/Harmed

Student 1. Age: Year level: Gender:

Is the student in the care of the State? Yes No

Are there any relevant orders in place? Yes No If yes, please specify:
(e.g. Child Protection, Domestic Violence, Family Law Court)

Is there another subject child or young person for this report? Yes No

Notifier/Reporter

Teaching Non-Teaching Parent Student Other

Person Alleged to have caused the assault/harm

Adult family member Child family member Student/other child Employee Other adult

If yes, provide details regarding the parent/caregiver's actions or inaction in response to the incident/s?
Are there any Family Law Court Orders or Domestic Violence Orders in place?
No <input type="radio"/> Yes <input type="radio"/> Unknown <input type="radio"/>
If yes, please provide details: <input type="text"/>
What is the nature of your ongoing professional role, if any, with the child/ren, young person/s and their parents/carers and the frequency, duration and type (if applicable)?
<input type="text"/>
Have you referred or attempted to refer the family to a service?
No <input type="radio"/> Yes <input type="radio"/>
If yes, please provide details: <input type="text"/>



**NOTIFICATION OF REPORTABLE SUSPICION OF SEXUAL ABUSE/
LIKELY SEXUAL ABUSE OR HARM TO THE SCHOOL BOARD**

What other services or supports are currently in place to support the child/ren, young person/s and their parents/carers (if known)? This can include family, friends, church, non-government organisations, government organisations who are providing a service and/or supporting the family and/or children.
Additional relevant information (not covered in above sections)?

Provide a precis of information you have which led to the concern or suspicion of the alleged assault/harm

Details of any alleged abuse to the student - Please include: Time and date of incident, source of information, physical appearance of any injury, immediate and ongoing safety concerns, any disclosures made by student, any previous incidents of harm or behavioural indicators of harm, presence of any medical needs or developmental delays. IDENTIFYING DETAILS NOT TO BE INCLUDED (E.G NAMES)

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Outline all action taken

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FORM 4

**NOTIFICATION OF REPORTABLE SUSPICION OF SEXUAL ABUSE/
LIKELY SEXUAL ABUSE OR HARM TO THE SCHOOL BOARD**

Parent/carer knowledge of incident and their response. IDENTIFYING DETAILS NOT TO BE INCLUDED (E.G NAMES)

Reported to:

- Child Safety
 Queensland Police Service

Date Reported:

Date Reported:

Any additional information or comments?

Additional information emailed as an attachment to the report? Yes No

If yes, please list

Principal Name:

Principal Signature:

Date:

Action to be taken Save form before emailing as outlined below; Attach Form 4 to email.

Copy to Chair of School /College Council or delegate

Name:

Date emailed:

Form 5



PRIVATE & CONFIDENTIAL

FORM 5

INAPPROPRIATE BEHAVIOUR REPORT FORM REPORTING ALLEGATION OR INCIDENT INVOLVING A STAFF MEMBER OR VOLUNTEER

Parent/carer/s knowledge of incident and their response if known

Details of anyone else who may have information about the inappropriate behaviour - Please include name/s and contact details of other persons who may have information

Details of actions taken

Has the School allocated a staff member to investigate this complaint No Yes

Any additional information or comments?

Additional information provided as an attachment No Yes

Reporter Name: Reporter Signature:

Date:

Action to be taken Save form before emailing as outlined below; Attach Form 5 to email.

Copy to Chair of School /College Council or delegate

Name: Date emailed:

