STUDENT PROTECTION POLICY

PREAMBLE
Mt St Michael’s College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries’ mission, vision and values of justice, love, compassion and hope.

INTRODUCTION
Mt St Michael’s College is committed to providing a safe, supportive and ethical environment for the students of the college and the development of the whole person in the tradition of the Sisters of Charity.

This policy is cross-referenced with the following College policies:
- Professional Conduct and Diminished Performance Policy; and
- Appropriate Workplace Behaviour Policy
- QCT Code of Ethics for Teachers in Queensland.

SCOPE
Mandatory Reporting is required for all College Staff:

(a) who become aware that Sexual Abuse or Harm has occurred to a Student attending the College;
(b) who reasonably suspect that Sexual Abuse or Harm has occurred to a Student attending the College; or
(c) who reasonably suspect that Likely Sexual Abuse will occur to a Student attending the College. In all responses under the Policy, the safety and well-being of Students is the paramount consideration.

This policy applies to all students and staff (including casual, part-time and volunteers) and addresses obligations under legislation including:
- Education (General Provisions) Act 2006;
- Child Protection Act 1999; (CPA)
- Child Protection Reform Amendment Act 2014
- Criminal Law Amendment Act 1999;
- Commission for Children and Young People and Young People Act 2000, No 60 of 2000;
- Education and other Legislation (Student Protection) Amendment Act 2003;
- Education (Accreditation of Non-State Schools) Regulations 2001;
- Education (Queensland College of Teachers) Act 2005;
- Education and Training Legislation Amendment Act 2011;
- Education Legislation Amendment Act 2012.
DEFINITIONS

**Accused** means the person against whom a complaint of abuse or neglect is made.

**Child** means a person under 18 years of age.

**Child Protection Guide** is an online tool to support professionals such as teachers and others in deciding where to refer or report concerns about a student's safety.

**College** means Mt St Michael's College.

**Complainant** means the person who makes the alleged abuse known to the College. In most but not all cases the complainant will also be the person who is alleged to have suffered the abuse/neglect.

**Direction** means the official process which can be used by the Principal to direct a person to cease certain conduct on the school’s premises.

**Emotional Abuse** means behaviour that can destroy the confidence of a child resulting in significant emotional deprivation or trauma and developmental delay.

**Employee** means a person engaged to carry out work at the school for financial reward.

**Family and Child Connect** services are a referral point for professionals working with students and families who need support (Brisbane North operational from January 2016)

**Duty of Care** means the legal duty to take reasonable care to avoid causing injury to another. In supervision of students the standard of care required at law is that the staff member takes such steps as are reasonable in the circumstances to protect the student from reasonable foreseeable injury.

**Harassment** means the abuse of power with the intention of causing distress to the other person, or for personal gain or gratification and includes intimidation and bullying. Behaviours include repeated behaviour that may be:

- Covert and subtle; and
- Social, psychological, verbal, physical and/or sexual in nature, electronic.

**Harm** to a student under 18 years is any detrimental effect of a significant nature on the student’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, or sexual abuse or exploitation

A single act, omission or circumstance, or a series or combination or acts, omissions or circumstances.

**Inappropriate Behaviour** means unnecessary, familiar or unwelcome contact with a Student, especially where it is repeated or uninvited. This could include touching or conversation that is deemed inappropriate.

**Likely Sexual Abuse** means a situation involving a suspicion formed by a reasonable person, that unless someone intervenes to prevent it, Sexual Abuse is more probable than not to occur in the future.

**Mandatory Reporting** means compulsory reporting of suspected abuse by an employee as required by law.

**Mandatory Reporting Process** means the procedure governing the compulsory reporting of suspected abuse by an employee as required by law.

**Neglect** means the failure to provide a child with the basic physical and emotional necessities of life. Neglect is characterized as a continuum of omissions in parental care taking. Failure to provide access to medical and dental care and educational opportunities may also be neglect.

**Pastoral Care** means the work involved or the situation that exists when one person supports the wellbeing of another.

**Physical Abuse** means the non-accidental injury to a child. It includes injuries that are caused by excessive discipline, severe beatings or shakings, bruising, lacerations or welts, burns, fractures for dislocations, female genital mutilation, attempted suffocation or strangulation or death. It could also include practices such as giving extra tasks to children as ‘punishment’.

**Policy** means this Student Protection Policy.

**Prescribed Entities** means principals of non-state schools.

**Professional Misconduct** refers to inappropriate conduct which exploits the special position of trust and authority and trust between the staff member and the person for which the staff member has a professional and pastoral responsibility.

**Professional Standards** refers to the code of conduct expected of Staff in the course of their professional and pastoral duties.
Reasonable Suspicion can be formed when there is information to suggest that a student:

a) has suffered, is suffering, or is at an unacceptable risk of suffering significant harm and may not have a parent able and willing to protect the student from the harm

Relevant State Authorities means:

b) the chief executive, or another officer, of the department in which the Child Protection Act 1999 is administered;
c) an authorised officer under that Act, or
d) a police officer.

Self Harm means any form of intentional, harmful behaviour causing injury or damage to the self.

Sexual Abuse means sexual behavior 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 significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Staff means the same as ‘Employee’.

Student means:

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

Student Protection Contact (SPC) is the school-based person/s appointed by the College to receive reports of alleged Sexual Abuse or Harm to a Student.

Threshold for a Report to Child Safety means that the 2 elements listed above under the definition Reasonable Suspicion have been met for a report to be made

Towards Healing Process means the process to be followed, as outlined in the ‘Towards Healing’ document, when an accusation of Sexual Abuse is made against a person working for the Catholic Church.

Victim means the person against whom the Sexual Abuse, Likely Sexual Abuse or Harm was directed.

Volunteer means a person who works at the school for no financial reward.

PRINCIPLES

The College will report to and will co-operate with Relevant State Authorities, under the Policy and the law.

1. Under Section 159M CPA 1999, a prescribed entity (see definitions) can refer families to Family and Child Connect services or support services without their consent to prevent a student from becoming in need of protection.

2. All Staff are responsible for the supervision of Students and are expected to exercise the requisite Duty of Care, such duty being that of a reasonably skilled and experienced person in their position would take in the circumstances.

3. The Principal, in his or her sole discretion, may stand aside the Accused while the matter is investigated.

4. Staff of the College are required to adhere to Professional Standards of behaviour at all times, including but not limited to The Professional Standards for Queensland Teachers, National Professional Standards and Code of Ethics. www.qct.edu.au. Any behaviour contrary to these standards may be considered Professional Misconduct.

5. All persons involved in the Mandatory Reporting Process must be treated with sensitivity, dignity and respect and will be offered appropriate Pastoral Care.

6. Confidentiality and the principles of natural justice will apply to all persons involved in the Mandatory Reporting Process.

7. The Education (Queensland College of Teachers) Act 2005 requires that if there is a change in an approved teacher's criminal history, the teacher must immediately disclose to the QCT and the College the details of the change (s.68): www.qct.edu.au

8. Under the Commission for Children and Young People and Child Guardian Act 2000, College employees must notify the Commissioner of any change in personal details, criminal history and change of employer within 14 days.
IMPLEMENTATION

Personnel responsible for the management of allegations of reasonably suspected harm other than sexual abuse by an employee or another person include:

<table>
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<tr>
<th>Student Protection Contacts:</th>
<th>COLLEGE PRINCIPAL &amp; CHAIR OF THE BOARD</th>
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<td>DEPUTY PRINCIPAL STUDENTS</td>
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<td>COLLEGE PSYCHOLOGIST</td>
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The role of the Student Protection Contact/s is to receive report/s of alleged Harm to Students and to take subsequent action.

1. PROCESS FOR HANDLING OF ALLEGATIONS OF REASONABLY SUSPECTED HARM - TEACHING STAFF (OTHER THAN SEXUAL ABUSE BY AN EMPLOYEE OR ANOTHER PERSON)

1.1 RECEIVING THE INFORMATION/ALLEGATION

a) The Staff member to whom the complainant gives information to, should listen attentively in a non-judgmental manner and record the free and spontaneous words uttered by the complainant in relation to the allegations and ensure the complainant is aware that serious allegations must be reported. If clarification is required, the use of closed questioning should be avoided.

b) The role of the Staff member in the detection of Harm of a Student is not an investigative one. S/he must not undertake investigations beyond satisfying her/himself, that reasonable suspicion exists.

c) Staff who have access to information regarding suspected or disclosed Harm have an obligation to observe appropriate confidentiality.

d) Teaching staff may confer with an SPC (Section 13H CPA) for the purpose of forming a reasonable suspicion, taking action to respond to suspected harm/risk of harm and making a report to Child Safety and maintaining records about a student who may be in need of protection.

1.2 ASSESSING INFORMATION/ALLEGATION WHEN PASSED ONTO AN SPC

a) The Principal or Student Protection Contact must assess (only to establish reasonable suspicion) the complaint and decide on a course of action.

b) If the complaint is against the Principal, it must be reported to the Chair of the Board.

c) If the Principal, Student Protection Contact or Chair of the Board are also aware or reasonably suspect that Harm has been caused, he or she must report to the Police and/or Department of Child Safety.

1.3 REPORTING-TEACHING STAFF REPORTING RESPONSIBILITIES

Reporting of actual and suspected harm from whatever source is mandatory for all teaching Staff. Any person may report directly to Child Safety a reasonable suspicion that a student may be in need of protection.

Under Mandatory Reporting (Section 13E CPA), teaching staff must:

1. Directly report to Child Safety, or

2. Make a report to an SPC at the College:
   a) When making a report to an SPC, follow the procedures detailed in the Policy and use Form 1.
   b) Oral report and written form must be given to a Student Protection Contact or College Principal.
   c) The Student Protection Contact completes Form 1 and gives Form 1 to Principal.
   d) If the allegation is against the Principal then the information must be passed on to the Chair of the Board or another Board member (Form 1).

1.3.1 Principal's Reporting Responsibilities

Upon receiving information from any source that raises an allegation or reasonable suspicion that Harm has occurred, is occurring or is at unacceptable risk of occurring, the Principal will:
1. contact the Chair of the Board, and
2. report the matter to Relevant State Authorities.

1.3.2 Self-Harm and Reporting Responsibilities

Upon receiving information that a Student may be inflicting self-harm, the Student Protection Contact will activate the Pastoral Care service of the College and will also contact the Relevant State Authority.

1.3.3 Failure to Report

Section 13G CPA declares that a person does not commit an offence against the CPA or another Act if the person fails to provide a mandated report. Teachers who fail to make a mandatory report will be subject to College disciplinary processes arising from any failure to meet professional standards.

1.3.4 Child Protection Tool

The Child Protection Guide is an online tool (available on the Department of Communities, Child Safety and Disability Services website at www.communities.qld.gov.qa/childsafety) to support professionals such as teachers in deciding whether to refer or report concerns about a student’s safety or wellbeing. The tool asks a series of ‘yes or no’ questions about the concerns and provides a recommended ‘decision point’ based on the answers provided. If a report to Child Safety or a referral to a Family and Child Connect service is recommended, the Child Protection Guide will generate the appropriate online form to be completed. It is not mandatory to use this tool.

1.4 Allegations of Harm by Parents/Guardians

In cases of allegation of Harm caused by parents/guardians or care providers, the Child Protection Act 1999 (Section 16,17) allows officers of the Department of Child Safety and Police Officers to interview a Student while they are at school because of suspected Harm before parents/guardians are informed about the investigation. Officers of these State Authorities must notify the Principal of their intention to enter and remain on the school premises before exercising their powers to interview a Student, but they do not require the Principal’s permission in this regard.

When the allegations are against someone who resides in the Student’s home, it is imperative that the Principal does not inform parents or guardians that an interview is to take place. This is to ensure that the interests of the Student are protected.

1.4.1 Sharing Information with Family and Child Connect Service

Before sharing any information with a Family and Child Connect Service, the family’s consent should be sought. Only the Principal can share information with a Family and Child Connect Service without the family’s consent (section 159M of the CPA).

2. Process for Handling of Allegations of Suspected Sexual Abuse by an Employee

2.1 Receiving the Information/Allegation

Mandatory Reporting is required for all Staff who become aware of or reasonably suspect that a Student has suffered Sexual Abuse or is likely to suffer Sexual Abuse by an employee or another person.

1. All Staff are required by law to immediately make a written report to the Principal or Chair of the Board, using the prescribed ‘Form 2’, when they:
   (a) become aware that a Student has suffered from Sexual Abuse;
   (b) reasonably suspect that a Student has suffered from Sexual Abuse; or
   (c) reasonably suspect that a Student is likely to suffer from Sexual Abuse, by an Employee or another person.

2. A failure to report Sexual Abuse is an offence punishable by up to $2,000.
3. A failure to report Likely Sexual Abuse is not an offence but will contravene the Policy and Staff may be subject to appropriate disciplinary procedures by the College and/or the Queensland College of Teachers.
4. The role of the Staff member in the detection of Sexual Abuse or Likely Sexual Abuse is not an investigatory one. S/he must not undertake investigations beyond satisfying her/himself, that reasonable grounds to suspect do exist.
5. A Staff member who reports his/her reasonable suspicion of Sexual Abuse or Likely Sexual Abuse of a Student in accordance with the Policy will be afforded indemnity from liability pursuant to the relevant legislation.
6. A Staff member who makes a knowingly false, malicious or vexatious report will not be protected by immunity and may risk action for defamation or disciplinary action.

2.2 REPORTING

**Principal & All College Board Members-Reporting Responsibilities**

Upon receipt of a ‘Form 2’, the Principal will immediately:

a) provide a copy of the ‘Form 2’ to the Police;
b) contact the Chair of the Board; and
c) co-operate with Relevant State Authorities.

3. COMMUNICATION OF POLICY TO STAFF AND STUDENTS

The Student Protection Policy is available to Staff on the staff intranet. The Policy is part of the Induction Process of new Staff to the College. Supply and pre-service teachers are given a copy of the Policy to read and they are asked to sign a register confirming that they have read and understood the Policy. A student version of the Policy is published in the Student Diary. Parents can access the Policy through the College web pages and Staff lounge. Staff are schooled on the policy on a regular basis and as it is revised every four years or as necessary due to legislative changes.

4. BLUE CARD

All volunteers in the College are required to have a Blue Card in compliance with the Commission for Children and Young People and Child Guardian Act 2000, No 60 of 2000. The College has a system of recording the expiry date of each volunteer’s Blue Card. On expiry, each volunteer will be required to renew his or her Blue Card. The currency of each volunteer’s Blue Card will be checked at the beginning of the school year.

5. INAPPROPRIATE CONDUCT BY VISITORS TO SCHOOL PREMISES

In the interests of safety, Principals may direct a person to cease certain conduct or to refrain from accessing a particular part of the school’s premises. The Direction does not take effect until it is in writing and must contain:

a) Terms of the Direction;
b) The reason for the Direction;
c) An outline of the facts and circumstances forming the reason for the Direction;
d) Time during which the Direction applies;
e) Advice that a review can take place within certain time periods;
f) Details of the governing body or nominated person who will undertake the review; and

g) How the person may apply for a review.

In case of an emergency that does not allow for the Direction to be carried out in accordance with the above requirements, the Police will be called.

6. EXTERNAL CONTACTS

- Police: 07 3510 1111 (The Gap Police Station)
- Department of Child Safety (DChS): 1300 682 254 and 1800 177 135 (after hours)
- Crisis Care (24 hour service): 07 3235 9999

**REVIEW**

This policy will be reviewed every 4 years or as necessitated by legislation.

Review and Board Approved 5 May, 2015
FLOWCHART FOR MANDATORY REPORTING

REPORTING HARM OTHER THAN PHYSICAL HARM

RECEIVING INFORMATION
- Report directly to Child Safety, or
- Use the online Child Protection tool and follow the advice provided; or
- Make a report to Student Protection Contact (SPC).

IF A REPORT IS MADE TO SPC
- SPC assess information and decide on course of action:
  - SPC contacts the Family and Child Connect Service with the consent of the family (complete Service Referral Form); or
  - Prescribed Entity (Principal) contacts Family and Child Connect Service without consent of family.

REPORTING RESPONSIBILITIES - SPC
- If SPC makes a report to Child Safety, SPC informs the Principal.
- All forms to be kept by SPC.

RECORD KEEPING
- All forms to be kept by SPC or Principal.

STATE AUTHORITIES – IF CONTACTED
- Principal and SPC cooperate with state authorities with forms/information.
- Principal and SPC takes notes in interviews conducted by State Authorities.

Mandatory Reporting Harm (Physical)
Awareness or reasonable suspicion of harm or suspected harm to a student

RECEIVING INFORMATION
- Report directly to Child Safety or
- Written statement given to SPC or Principal.

ASSESSING THE INFORMATION
- SPC and Principal assess information and decide on course of action.
  - If the information is against Principal, Chair of the Board or another Board member is contacted.

REPORTING RESPONSIBILITIES - PRINCIPAL
- Informs Chair of Board
- Reports to State Authorities (if necessary)

RECORD KEEPING
- All forms to be kept by SPC or Principal.

STATE AUTHORITIES – IF CONTACTED
- Principal and SPC cooperate with state authorities with forms/information
- Principal and SPC takes notes in interviews conducted by State Authorities

Mandatory Reporting Sexual Abuse
Awareness or reasonable suspicion of sexual abuse, or reasonable suspicion that sexual abuse is likely to occur, of a student by an employee of the College or another person

RECEIVING INFORMATION
- Staff member completes FORM 2 — Section 1 or Section 2
- Contact Chair of the Board

INFORMATION IS NOT INVESTIGATED AT SCHOOL LEVEL

REPORTING RESPONSIBILITIES – PRINCIPAL & BOARD MEMBERS
- Gives written copy of FORM 2 — Section 2 to Police and Child Safety
- Cooperates with Police
- Maintains confidentiality.

FAILURE TO REPORT
- Reasonable suspicion of sexual abuse is an offence – a maximum penalty of $2,000.
- Reasonable suspicion of likely sexual abuse is required by law but not an offence. College disciplinary procedures and possible consequences imposed by QCT

RECORD KEEPING
- All forms to be kept by SPC or Principal.

STATE AUTHORITIES – IF CONTACTED
- Principals complies with Police and State Authority outcomes
- If necessary, Principal informs QCT of outcomes.

ANNEXURE B
# Report of Harm or Reasonably Suspected Harm to a Student

This form is to be completed by a Student Protection Contact and given to the Principal or Chair of the Board.

<table>
<thead>
<tr>
<th>REPORT PROVIDED TO</th>
<th>PLEASE SPECIFY LOCATIONS BELOW</th>
<th>NAME OF AUTHORISED OFFICER</th>
<th>TELEPHONE/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Child Safety Service Centre</td>
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<tr>
<td>☐ Qld Police Service - Station</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL DETAILS**

- School: Mt St Michael's College
- Address: 67 Elimatta Drive, Ashgrove
- Postcode: 4060
- Phone: (07) 3858 4222
- Email: admin@msm.qld.edu.au
- Principal:
- Suburb:

**STUDENT DETAILS** (Student/child harmed or suspicion of harm). If more than one name, please attach details on a separate page

- Name:
- D.O.B:
- Male ☐ Female ☐
- Year Level:
- Does the student have a disability?: Yes ☐ Verified ☐ No ☐
- Type and severity:
- ➔ Please specify if this disability impacts on the potential interview process:
- Residential Address:
- Suburb:
- State:
- Postcode:

**FAMILY DETAILS**

- Name of parent/guardian:
- Relationship to student:
- Home Phone:
- Work Phone:
- Mobile:
- Name of parent/guardian:
- Relationship to student:
- Home Phone:
- Work Phone:
- Mobile:

**All household members at that address (siblings, extended family and others)**

- Name:
- Age:
- Sex M/F:
- ☐ Male ☐ Female
- Relationship to student:

| ☐ Male | ☐ Female |
| ☐ Male | ☐ Female |
| ☐ Male | ☐ Female |
| ☐ Male | ☐ Female |

If more household members, please attach details

**COURT ORDERS IN PLACE (e.g. Child Protection, Domestic Violence, Family Court)**

- Family Court Order:
  - Yes ☐ No ☐ Unknown ☐
  - Please specify details:
- Domestic Violence Order:
  - Yes ☐ No ☐ Unknown ☐
  - Please specify details:
- Child Protection Order:
  - Yes ☐ No ☐ Unknown ☐
  - Please specify details:
TYPE OF HARM OR SUSPECTED HARM (more than one can be ticked)

☐ Harm by someone not immediately associated with the school (e.g. family member):
  ☐ Physical  ☐ Sexual  ☐ Emotional  ☐ Neglect  ☐ Domestic Violence

☐ Student to student harm:
  ☐ Physical  ☐ Sexual  ☐ Emotional

☐ Student self-harm:
  ☐ Parental response to self-harm: Please specify details:

PERSON/S ALLEGEDLY RESPONSIBLE FOR HARM OR SUSPECTED HARM

Name 1:  DOB:  Approximate Age:
Relationship to child:
Name 2:  DOB:  Approximate Age:
Relationship to child:
Residential address:
Telephone Numbers:  Email:

DETAILS OF HARM OR SUSPECTED HARM

Harm or suspected harm: - e.g. How the information was reported; description of any injuries; details of any disclosures; pattern/ history of harm; emotional/ behaviour indicators; evidence of domestic violence.

SPC attach written information from employee of the College reporting harm or suspected harm to a student:

Other relevant information - e.g. Family circumstances/ relationships; mental health issues; substance use; disabilities; family stresses; mobility (frequent school/ family relocations).

Are you aware of any prior relevant contact this family has had with? If yes, please provide any details you might have of this contact:
☐ Child Safety Services  ☐ Queensland Police Service  ☐ Queensland Health/ CYMHS/ Private Practitioner

Protective factors - e.g. Presence of a protective caregiver; a child’s ability to seek external help; positive family relationships

Details:
Other actions taken by the school or others to date:

Name of person making the report:
Position:  Signature:  Date: 
I declare that I will respect the requirements of confidentiality in this matter except as otherwise required by law.
Principal:  Signature: 

WHERE TO FORWARD THIS FORM if the source of the abuse is:
• Within the family - report to Department of Child Safety
• Within family and possible criminal conduct - report to Department of Child Safety and Queensland Police Service
• Outside of family - report to Queensland Police Service
• Unknown - Report to Department of Child Safety

REPORT PROVIDED TO (CHECKLIST)
☐ Principal  ☐ Child Safety Service  ☐ Queensland Police Service
FORM 2

REPORT OF SEXUAL ABUSE OR SUSPECTED OR
LIKELY SEXUAL ABUSE OF A STUDENT BY AN
EMPLOYEE OR ANOTHER PERSON.

This form is to be completed by an employee of the College, who knows of or suspects
sexual abuse or likely sexual abuse of a student by an employee of the College or another
person and the form is given to the Principal or Chair of the Board.

THE PRINCIPAL IMMEDIATELY GIVES A COPY OF THIS FORM TO THE POLICE, CHILD
SAFETY AND THE CHAIR OF THE BOARD AND ALL BOARD MEMBERS ARE CONTACTED.

SECTION 1: FIRST PERSON REPORT

This section is to be completed to the best of their knowledge by the staff member (the 'first person')
who is reporting sexual abuse, or suspected sexual abuse or suspicion of likely sexual abuse.

Legal Name of Student(s) concerned: ____________________________ Date of Report: ____________________________

Date of Birth: ____________________________

DETAILS OF SCHOOL

School: ____________________________ School Phone: ____________________________

Fax No: ____________________________

School Address: ____________________________

DETAILS OF STUDENT(S)

Full Name Student (incl. “known as”): ____________________________ Year Level: ____________________________

Female: □

Does the student have a disability: □ Yes □ No

Known details of disability: ____________________________

□ Verified

Cultural Background: □ Aboriginal □ Torres Strait Islander □ Other □

Interpreter required: □

Student Residential Address: ____________________________
## Details of First Person

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Position</th>
<th>Contact Number</th>
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Date/time first person reasonably suspected sexual abuse/likely sexual abuse:

## Details of Person(s) Allegedly Responsible for Suspected Sexual Abuse/Likely Sexual Abuse

<table>
<thead>
<tr>
<th>Full Name (including aliases)</th>
<th>DOB / approx. Age</th>
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</table>

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<tr>
<th>Relationship to student</th>
<th>Telephone Number</th>
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</table>

Does the report relate to suspected sexual abuse/likely sexual abuse of a student by a **staff member / employee / volunteer**? 
- [ ] Yes
- [ ] No

## Details of Suspected Sexual Abuse/Likely Sexual Abuse

The following information must be included (as per Regulation 66, Education (General Provisions) Regulations 2008 (Qld)):

- The basis for the first person reasonably suspecting the student has been sexually abused or is likely to be sexually abused;
- Details of the suspected abuse/likely abuse of the student (e.g. time and date of alleged incident, source of information);
- Other relevant information, e.g. other harm (if known)

## Name of Any Other Person Whom the First Person Thinks May Have Information About the Suspected Sexual Abuse/Likely Sexual Abuse

## First Person Report Provided to (One of the Following):

- Principal
- [ ] Principal’s Name:  
  - Date:  
  - Time:

OR

- Chair of College Board
- [ ] Chair of College Board Name:  
  - Date:  
  - Time:
  - [ ] Emailed to:
  - [ ] Faxed to:

Signature of First Person:
SECTION 2: PRINCIPAL / CHAIR OF BOARD REPORT
TO BE COMPLETED BY PRINCIPAL OR CHAIR OF COLLEGE BOARD

Legal Name of student(s) concerned:  

Date of Birth:  

Date of Report:  

SOURCE OF SUSPECTED SEXUAL ABUSE/LIKELY SEXUAL ABUSE

☐ Adult Family member  ☐ Child Family member  ☐ Other adult (not staff Member/Employee/Volunteer)  

☐ Student/Other child  ☐ Staff Member / Employee / Volunteer  ☐ Unknown  

DETAILS OF FAMILY (if more than one family, attach additional information)

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  

OTHER HOUSEHOLD MEMBERS: (include all known names of children, family and significant others).

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Date Of Birth</th>
<th>Sex</th>
<th>Relationship to Student</th>
<th>School</th>
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</table>
OTHER KNOWN INFORMATION

Please include: Other information about the incident; source of information; physical appearance of any injury; immediate and ongoing safety concerns; any previous incidents of suspected sexual abuse/likely sexual abuse and/or harm/likely harm; behavioural indicators of harm; presence of any medical needs or developmental delays; any family law, child protection or domestic violence orders.

Family circumstances/relationships; parental mental health issues; substance use; disabilities; family stresses; mobility (frequent school/family relocations); level of access person suspected to have sexually abused has to the child.

Details of any known previous involvement by police/child safety:

Other services or supports currently in place for the student (if known) e.g. contact name and contact details of other professionals/support persons.

Protective Factors – e.g. Presence of a protective caregiver, a child’s ability to seek external help, positive family relationships.

<table>
<thead>
<tr>
<th>Principal</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
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</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Chair of College Board</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of College Board Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
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</tr>
</tbody>
</table>

☐ Emailed to:

☐ Faxed to:
# Annexure C

**CHECK LIST - Mandatory Reporting of Sexual Abuse or Likely Sexual Abuse of a Student by an Employee or Another Person**

**TO BE COMPLETED BY PRINCIPAL OR CHAIR OF COLLEGE BOARD**

<table>
<thead>
<tr>
<th>ACTION TO BE TAKEN BY PRINCIPAL OR CHAIR OF COLLEGE BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If Staff member is the first</strong>&lt;br&gt;<strong>person and has provided report to Principal</strong></td>
</tr>
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<td></td>
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<td></td>
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<tr>
<td><strong>If Staff member is the first</strong>&lt;br&gt;<strong>person and has provided report to the Chair of College Board</strong></td>
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<tr>
<td><strong>If Principal is the first person</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>REPORT PROVIDED TO</th>
<th>Location:</th>
<th>Name of Authorised Officer report made to:</th>
<th>Reported via:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Queensland Police Service – CPIU</td>
<td></td>
<td></td>
<td>☐ Fax ☐ Email</td>
</tr>
<tr>
<td>☐ Department of Communities (Child Safety and Disability Services)</td>
<td></td>
<td></td>
<td>☐ Fax ☐ Email</td>
</tr>
<tr>
<td>☐ Chair of College Board</td>
<td></td>
<td></td>
<td>☐ Fax ☐ Email</td>
</tr>
</tbody>
</table>

Principal or Chair of the College Board should confirm receipt by Statutory Authorities of faxed or emailed form and ensure original forms are stored in a secure location along with any other documentation collected for the purpose of this report.

Reported under:
The Education (General Provisions) Act 2006 Section 366 and of the Education (Accreditation of Non-State Schools) Regulation 2001 Section 10