



# Child Protection Policy

<b>Purpose:</b>	The purpose of this policy is to provide written processes about – <ul style="list-style-type: none"> <li>(a) how the school will respond to harm, or allegations of harm, to students under 18 years; and</li> <li>(b) the appropriate conduct of the school’s staff and students to comply with accreditation requirements.</li> </ul>	
<b>Scope:</b>	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 The Rainforest School and covers information about the reporting of harm and abuse.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Policy dated 01/09/2021
<b>Authorised by:</b>	Chairperson	<b>Date of Authorisation:</b> 25/08/2022
<b>References:</b>	<ul style="list-style-type: none"> <li>● <u><i>Child Protection Act 1999 (Qld)</i></u></li> <li>● <u><i>Education (General Provisions) Act 2006 (Qld)</i></u></li> <li>● <u><i>Education (General Provisions) Regulation 2017 (Qld)</i></u></li> <li>● <u><i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i></u></li> <li>● <u><i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i></u></li> <li>● <u><i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i></u></li> <li>● <u><i>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</i></u></li> <li>● <u><i>Criminal Code Act 1899</i></u></li> <li>● <i>The Rainforest School Complaints Handling Policy</i></li> <li>● <i>The Rainforest School Complaints Handling Procedure (Appendix of Complaints Handling Policy)</i></li> <li>● <i>The Rainforest School Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld))</i></li> <li>● <i>The Rainforest School Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))</i></li> <li>● <i>The Rainforest School Staff Code of Conduct</i></li> <li>● <i>The Rainforest School Child Protection Form</i></li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> August 2023
<b>Policy Owner:</b>	School Governing Body – The Rainforest School (ACN 653 868 547)	



## 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 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 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 school 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 school receives any information alleging 'harm'<sup>1</sup> 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 school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy<sup>2</sup>.

## 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<sup>3</sup>.

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<sup>1</sup> *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)*

<sup>2</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

<sup>3</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*



## Reporting Inappropriate Behaviour

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

- Julie Abbott, Principal;  
or
- Carolien Franken, Business Manager<sup>4</sup>.

## 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 school's governing body<sup>5</sup>. Reports will be dealt with under the school's Complaints Handling Policy.

## Reporting Sexual Abuse<sup>6</sup>

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 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 about the abuse or suspected abuse to the principal or to a director of the school's governing body immediately.

The school's principal or the director 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 school'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 school's governing body immediately.

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<sup>7</sup>.

<sup>4</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*

<sup>5</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*

<sup>6</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

<sup>7</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68*



## **Reporting Likely Sexual Abuse** <sup>8</sup>

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 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 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 about the suspicion to the principal or to a director of the school's governing body immediately.

The school's principal or the director must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the school'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 school's governing body immediately.

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 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<sup>9</sup>.

## **Reporting Physical and Sexual Abuse** <sup>10</sup>

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an early childhood 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
- b) may not have a parent able and willing to protect the child from the harm.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Child Safety, Youth Justice and Multicultural Affairs (or another department administering the *Child Protection Act 1999*). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the principal.

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<sup>8</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

<sup>9</sup> *Education (General Provisions) Regulation 2017 (Qld) s.69*

<sup>10</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*



A report under this section must include the following particulars: -

- 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<sup>11</sup>.

**Child Safety Regional Intake Service FNQ**  
Monday to Friday, 9am to 5pm - phone number: 1300 684 062  
**Child Safety After Hours Service Centre Queensland**  
Phone number: 1800 177 135

## **Awareness**

The school 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<sup>12</sup>. The Child Protection Policy and Processes are made available in the following ways: available from the school office, available in the policy folder on the sign in desk at the entrance of the school, on the website and in the Parent Handbook. Child Protection Policy and Processes are part of staff inductions and annual staff refreshers.

## **Accessibility of Processes**

Processes relating to the health, safety and conduct of staff and students are accessible on the school website, as hard copies in the policy folder on the sign in desk at the entrance and will be available on request from the school administration<sup>13</sup>.

## **Training**

The school 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<sup>14</sup>. Attendance is noted. Staff will complete ISQ's Child Protection training annually. Completion Certificates are held on file by the school office.

## **Implementing the Processes**

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually<sup>15</sup>.

## **Complaints Procedure**

Suggestions of non-compliance with the school's processes may be submitted as complaints under The Rainforest School's Complaints Handling Policy.<sup>16</sup>

**Note:** Reporting under this policy fulfills the obligations for reporting a child sexual offence that is being or has been committed against a child by an adult under the *Criminal Code Act 1899* s.229BC<sup>17</sup>.

<sup>11</sup> See *Child Protection Regulation 2011 (Qld)* s.10 "Information to be included in report to chief executive"

<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* s.16(4)(a)

<sup>13</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* s.16(4)(b)

<sup>14</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* s.16(4)(c)

<sup>15</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* s.16(4)(d)

<sup>16</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* s.16(5) and s.16(6)

<sup>17</sup> *Criminal Code Act 1899 (Qld)* s.229BC(4)(b)



## Version Control

### Approval Details

Approval authority	Governing Body of The Rainforest School
Version Number	6
Date for next review	September 2023

### Modification History

Version no.	Approval date	Implementation date	Details
2.	30/05/2019	30/05/2019	<ul style="list-style-type: none"> <li>Updated contact person for reporting.</li> <li>Included the Child Protection Reporting Form</li> </ul>
3.	16/10/2019	16/10/2019	<ul style="list-style-type: none"> <li>Updated references to include Complaints Handling Policy</li> <li>Updated the school's complaints policy title from 'Dispute Resolution Policy' to 'Complaints Handling Policy'</li> <li>Updated 'Governing Body' to 'Cassowary Coast Community Campus Inc'</li> </ul>
4.	17/10/2020	17/10/2020	<ul style="list-style-type: none"> <li>Updated reference to most recent legislation               <ul style="list-style-type: none"> <li>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</li> </ul> </li> <li>Added in contact details Child Safety Intake Service</li> </ul>
5.	01/09/2021	01/09/2021	<ul style="list-style-type: none"> <li>Policy checked and updated in accordance with ISQ</li> </ul>
6.	25/08/2022	25/08/2022	<ul style="list-style-type: none"> <li>Policy checked and updated in accordance with ISQ</li> <li>Amended Department details (page 4)</li> <li>Amended 'Awareness', 'Accessibility' and 'Training' sections to include more details.</li> </ul>

# Child Protection Reporting Form

**Private and Confidential**

## Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email:
School Address:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex:
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).

**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.

**Please indicate the identity and particulars 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 if not the Principal:**

<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>

**Principal's email address:**

**Response requested by school:**

**ACTION TAKEN**

Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Child Safety, Youth and Women
	<input type="checkbox"/>	Family and Child Connect

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

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