

Seventh-day Adventist Schools (South Queensland) Limited

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018

Ipswich Adventist School

Child Protection Policy

Table of Contents

1.	PURPOSE OF THE POLICY	1
1.1	Scope	1
1.2	Responsibility	1
1.3	Point of Contact	1
2.	DEFINITIONS AND LEGISLATION.....	1
2.1	Relevant Legislation.....	1
3.	POLICY	2
3.1	Statement of Commitment	2
3.2	Health and Safety	2
3.3	Conduct of Staff and Students	2
3.4	Inappropriate Behaviour	2
3.5	Dealing with Information about Sexual Abuse, Harm & any other Inappropriate Behaviour	2
3.6	Reporting Sexual Abuse under Education (General Provisions) Act 2006	3
3.7	Reporting Likely Sexual Abuse Under Education (General Provisions) Act 2006	3
3.8	Reporting Harm	4
3.9	Accessibility of Policy	4
3.10	Awareness of Policy	5
3.11	Form for Reporting – See Appendix 1	5

CREATED BY: Ashley Bakay	
REVISED BY: David Rodgers	
AUTHORISED BY: Jack Ryan APPROVED BY: Education Board of Directors	
SECTION	CHANGES IN THIS VERSION
Whole Document	Updated whole document to version 4. Updated Formatting

1. PURPOSE OF THE POLICY

The purpose of this policy is to provide written processes about the appropriate conduct of Seventh-day Adventist Schools (South Queensland) Ltd staff and students that accord with legislation applying in Queensland about the care and protection of children.

1.1 Scope

Applies to all staff, volunteers, and students at schools operated by Seventh-day Adventist Schools (South Queensland) Ltd and covers information about the reporting of inappropriate behaviour of a staff member, harm or suspected harm of a student by any other person and sexual abuse, suspected sexual abuse and likely sexual abuse of a student by any other person.

1.2 Responsibility

Board of Directors Seventh-day Adventist Schools (South Queensland) Ltd.

1.3 Point of Contact

Principal or Education Director

2. DEFINITIONS AND LEGISLATION

“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

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;

there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity

2.1 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)

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018

Education (Accreditation of Non-State Schools) Regulation 2001(Qld)
Education Services for Overseas Students (ESOS) Act 2000 (Cth)
Education (Overseas Students) Act 1996 (Qld)
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

3. POLICY

3.1 Statement of Commitment

Seventh-day Adventist Schools (South Queensland) Ltd is committed to ensuring the safety, welfare and wellbeing of children is maintained at all times during their participation in learning and other activities run by all schools operated by Seventh-day Adventist Schools (South Queensland) Ltd.

3.2 Health and Safety

The school 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 work health and safety legislation.

3.3 Conduct of Staff and Students

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

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.

3.4 Inappropriate Behaviour

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

- (a) the Principal or
- (b) The Chaplain or any other staff member.

3.5 Dealing with Information about Sexual Abuse, Harm & any other Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour about another staff member that the student considers inappropriate, the staff member receiving the report must immediately report it in writing to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must provide the written report to the Chief Executive Officer Seventh-day Adventist Schools (South Queensland) Ltd. If the Chief Executive Officer is unavailable, the report must be provided to the Chairman of the

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018

Board of Directors, the Secretary of the Board of Directors or the Chief Financial Officer of the Company.

For further information on reporting processes, refer to *SQS025.001.ADM Policy and Procedures for Handling Disclosures or Suspicions of Harm and Reporting Procedures*.

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

If the staff member 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.

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

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.

3.7 Reporting Likely Sexual Abuse Under Education (General Provisions) Act 2006

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018

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

If the staff member who becomes aware or 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.

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 has been or 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 have or be likely to abuse the student;
 - (iii) the identity of anyone else who may have information about the suspected abuse or likelihood of abuse.

3.8 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 preceding sections of this policy, the staff member must report the harm to the school's principal.

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

3.9 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

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018

their induction and comprehensive training will be provided to all staff on an annual basis.

3.10 Awareness of Policy

Staff and students will be made aware of the policy by its display on the school website.

3.11 Form for Reporting – See Appendix 1

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018

Private and Confidential

Report of Harm, Suspected Harm, Sexual Abuse, Suspected Sexual Abuse or likely Sexual Abuse to a Student

(In Accordance with s.68A of the *Education (General Provisions) Regulation 2006* and s.10 of the *Education (Accreditation of non-state Schools) Regulation 2001*)



School Name:	Phone:	Fax:
Address:		

DETAILS OF STUDENT/CHILD HARMED OR SUSPECTED OF BEING HARMED:	
Legal Name:	Preferred Name:
DOB:	Gender:
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:

PERSON ALLEGED TO HAVE CAUSED THE HARM OR SUSPECTED HARM	
<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	
Name of Person if known:	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM (Attach extra pages if necessary).	
• Time and date of the incident,	
• source of information,	
• details of person alleged to have caused the harm,	
• physical appearance of any injury	
• ongoing safety concerns	
• disclosures made by student	
• previous incidents of harm	
• Behavioural indicators of harm	
• presence of any medical needs or developmental delays	
• if the information relates to an unborn child, the alleged risk to the unborn child	
Parent/carer knowledge of incident and their response:	
Names of Other People Who May Have Knowledge of the Incident:	
Other services or supports currently in place to support the student – Please include contact with other professionals (police, medical, community)	
Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/>	

Person making report (First Person) to the police or Department of Communities (Child Safety Services) if not the Principal: Name: Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		

ACTION TO BE TAKEN (Tick the Appropriate suspected harm/risk of harm type below)		
<input type="checkbox"/>	Sexual abuse	
<input type="checkbox"/>	Physical Abuse	
<input type="checkbox"/>	Emotional Abuse	
<input type="checkbox"/>	Harm	
Fax or email this form to: Queensland Police Services (QPS)		
Fax or email this form to: Queensland Police Services (QPS) OR 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.

Department: Education	Description: Policy
Document Name: Child Protection Policy	Issue Date: 8 April 2015
Document ID: SQS105.004.ADM	Review Date: 8 April 2018