



Child Protection Policy

PURPOSE OF THE POLICY

Purpose

The purpose of this policy is to provide a policy as part of The Rockhampton Girls Grammar School's written processes about how the school will respond to harm, or allegations or harm, to students under 18 years old, and the appropriate conduct of the school's staff and students, to comply with accreditation requirements.

Scope

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 Rockhampton Girls Grammar School and covers information about the reporting of harm and abuse

Responsibility

Rockhampton Girls Grammar School Board of Trustees

Point of Contact

Principal

LEGISLATION & REFERENCES

- *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 2011 (Qld)*
- *Rockhampton Girls Grammar School Dispute Resolution Policy*
- *Rockhampton Girls Grammar School Grievance Procedure Policy*
- *Rockhampton Girls Grammar School Child Risk Management Strategy (for the working with Children (Risk Management and Screening) Act 2000 (Qld))*
- *Rockhampton Girls Grammar School Workplace Health and Safety Policy (for the Work Health and Safety At 2011 (Qld))*

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
 - 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 student who—
 - a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm
 - 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 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 has written processes in place about the health and safety of its staff and students in accordance with relevant workplace health and safety legislation.

RESPONDING TO REPORTS OF HARM

When the school 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. 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 policy².

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 students³.

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.

REPORTING INAPPROPRIATE BEHAVIOUR

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

- The Principal or
- A member of the Executive team.

DEALING WITH INFORMATION ABOUT 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 body⁴. Reports will be dealt with under the school's Dispute Resolution/Grievance Procedure Policies

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 section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school
 - ii. is not enrolled in the preparatory year at the school.

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)*

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 of the school's governing body must immediately give a copy of the report to a police officer.

If the staff member who becomes aware or reasonably suspects sexual abuse is the 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 the Chairman of the Rockhampton Girls Grammar School Board of Trustees.

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 abuse⁵.

REPORTING LIKELY SEXUAL ABUSE⁶ UNDER EDUCATION (GENERAL PROVISIONS) ACT 2006

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 pre-preparatory aged child registered in a pre-preparatory 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
 - 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 of the school's governing body 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.

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 abuse⁷.

⁵ *Education (General Provisions) Regulation 2017 (Qld) s.68*

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

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

REPORTING OF PHYSICAL AND SEXUAL ABUSE⁸

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an education and care professional as defined by the act 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 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 education and care professional should give a copy of the report to the Principal.

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

- a) state the basis on which the person has formed the reportable suspicion
- b) include the information prescribed by regulation, to the extent of the person's knowledge⁹.

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 website¹⁰.

IMPLEMENTING AND TRAINING

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 annually¹¹. All staff will attend a session at the commencement of each school year regarding our child protection policies and procedures and upon induction and a register maintained of employee completion.

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 annually¹².

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request from the school administration¹³.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the school's Dispute Resolution and Grievance Policies.¹⁴

POLICY RELEASE DETAILS

| | |
|----------------|---|
| Date of Policy | Updated February 2018 |
| Approved by | Board February 2018 |
| Review Date | As required by legislation or changes to the Act or Regulations |
| Access | T:\01. ADMINISTRATION\School Policies\Current |

Board of Trustees of Rockhampton Girls Grammar School *trading as*
Rockhampton Girls Grammar School
CRICOS Provider No: 00508E

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

⁹ *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"*

¹⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

¹¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

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

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

¹⁴ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

Private and Confidential

Report of Suspected Harm or Sexual Abuse

| |
|---|
| Date: |
| School: Rockhampton Girls Grammar School |
| School Phone: 07 4930 0900 |
| School Fax: 07 4922 4809 |

| DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE: | |
|--|----------------------------|
| Legal Name: | Preferred Name: |
| DOB: | Gender: |
| Year Level: | Cultural Background: |
| 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"/> | |

| 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; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child. |
| Please indicate the identity of anyone else who may have information about the harm or abuse |
| Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/> |

| | | |
|--|------------|-------|
| Name of staff member making report to the Statutory Agency if not the Principal: | Signature: | Date: |
| Position: | | |
| Principal: | Signature: | Date: |

| | | | |
|--------------------------------------|--|--|--|
| | | | |
| Principal's email address: | | | |
| Response requested by school: | | | |

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

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

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.