



CARMICHAEL COLLEGE REPORTING CONCERNS OF HARM AND ABUSE POLICY

Title	Carmichael College Reporting Concerns of Harm and Abuse Policy
Category	College Operational
Policy Owner	Executive Committee
Approver	Board of Directors
Related Documents	<ul style="list-style-type: none"> ● <i>Child Protection Act 1999 (Qld)</i> ● <i>Child Protection Regulation 2023 (Qld)</i> ● <i>Child Safe Organisations Act 2024 (Qld)</i> ● <i>Education (General Provisions) Act 2006 (Qld)</i> ● <i>Education (General Provisions) Regulation 2017 (Qld)</i> ● <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> ● <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> ● <i>Working with Children Check Act 2000</i> ● <i>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</i> ● <i>Criminal Code Act 1899 sections 229BB and 229BC</i> ● Model Code of Practice: Sexual and gender-based harassment (Cth), Safe Work Australia ● Carmichael College Complaints Handling Policy (Parents & Students) ● Carmichael College Student Safety and Wellbeing Policy ● Carmichael College Workplace Health and Safety Policy ● Carmichael College Sexual Harassment Policy
Published Location	<p>Internal – SharePoint/Carmichael College Staff/Current Policies/College Operational</p> <p>External - College Website</p>

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Revision Record					
Version	Approval Date	Approved By	Effective Date	Review Cycle	Next Review
January 2022	January 2022	Board of Directors	January 2022	Annual	January 2023
January 2023	February 2023	Board of Directors	February 2023	Annual	January 2024
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1. Purpose and Scope

The purpose of this policy is to provide written processes about –

- a) how the school will respond to harm, or allegations of harm, to students under 18 years.
- b) the appropriate conduct of the school's staff and students.

to comply with accreditation requirements.

This policy applies to 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 Carmichael College and covers information about the reporting of harm and abuse.

2. Definitions

Who is a child per s8 of the *Child Protection Act 1999* –

A **child** is an individual under 18 years.

What is harm as per s9 of the *Child Protection Act 1999* -

- 1) **Harm** to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
- 2) It is immaterial how the harm is caused.
- 3) Harm can be caused by –
 - a) physical, psychological or emotional abuse or neglect; or
 - b) sexual abuse or exploitation.
- 4) Harm can be caused by –
 - a) a single act, omission or circumstance; or
 - b) a series or combination of acts, omissions or circumstances.

Who is a child in need of protection per s10 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 an unacceptable risk of suffering significant harm, and
- b) does not have a parent able and willing to protect the child from harm.

Sexual abuse, as per 364 of the *Education (General Provisions) Act 2006*, 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.

Staff, in this policy, refers to full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

3. Health and Safety

The school has written processes in place to enable it to comply with the requirement of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children Check Act 2000*.

4. 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 to minimise any likely harm to the extent it reasonably can.

Information relating to physical or sexual abuse is handled under obligations to report set out in this policy². Further information about how the college responds to reports of harm to a student other than harm arising from physical or sexual abuse can be found in the Child Risk Management Strategy.

5. 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 students³.

6. Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to⁴:-

- Principal, or
- a director of the school's governing body or
- Any other staff member the student is comfortable with.

7. Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the Principal immediately. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a director of the school's governing body⁵. Reports will be dealt with under the school's Complaints Handling Policy.

8. Reporting Sexual Abuse⁶

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.

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)*

- 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 a director of the school'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 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 sexually abused, or is suspected to have sexually abused, the student;
 - iii) the identity of anyone else who may have information about the abuse or suspected abuse ⁷.

9. Reporting Likely Sexual Abuse⁸

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 a director of the school's governing body immediately.

The Principal or director must immediately give a copy of the report to a police officer.

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

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

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 abuse⁹

10. Reporting Physical and Sexual Abuse¹⁰

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; and
- b) may not have a parent able and willing to protect the child from 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 Families, Seniors, Disability Services and Child Safety (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.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹¹;
- b) the child's name, age and sex descriptor;
- 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 relates¹².

Child Safety Regional Intake Service (Brisbane and Moreton Bay) business hours contact number is 1300 682 254 (from 9am to 5pm Monday to Friday). Outside of these hours, contact the Child Safety After Hours Service Centre on 1800 177 135 (Queensland only).

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

¹⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s16(2)(d)*

¹¹ *Child Protection Act 1999 s.13G (2)(a)*

¹² See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"*

Responsibilities under Criminal Code Act 1899 (Qld)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

Failure to Report¹³

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school. A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Education (General Provisions) Act 2006* (reporting sexual abuse or likely sexual abuse) and the *Child Protection Act 1999* (reporting significant harm or risk of significant harm) as per this policy.

Failure to Protect¹⁴

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

11. 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 website¹⁵. Staff, students and parents will also be made aware of the school's child protection processes through school newsletters, staff inductions, student assemblies, enrolment interviews and the use of School Stream on-line application as appropriate.

12. 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 administration¹⁶.

13. 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 annually¹⁷. Staff will attend a mandatory child protection refresh training session annually at the commencement of each school year. A record of staff inductions and attendance at training sessions will be maintained by the school.

¹³ *Criminal Code Act 1899 (Qld) s.229BC*

¹⁴ *Criminal Code Act 1899 (Qld) s.229BB*

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

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

¹⁷ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

14. Implementing the Process

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 annually¹⁸.

15. Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the Carmichael College Complaints Handling Policy¹⁹.

¹⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

¹⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

Appendix 1 - Summary of Key Changes

Version	Key Changes
January 2023	Conversion to ISQ Template, updating of contact details for Principal/ Executive Director (Sec. 6).
January 2025	Section 10, amendment of the Department name as Child Protection Policy (ISQ Template) Replaced Appendix 2 – Updated Student Protection Reporting Form
March 2026	Updated per ISQ template. Title changed from Child Protection Policy to Reporting Concerns of Harm and Abuse Policy.