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# **Child Protection Policy**



# Child Protection

## Contents

POLICY PURPOSE .....	3
Scope of the Policy .....	3
Policy Responsibility .....	3
POLICY PUBLICATION DETAILS .....	3
RELEVANT LEGISLATION .....	4
RELATED POLICIES .....	4
POLICY DEFINITIONS .....	4
POLICY PROCEDURES .....	6
Student Wellbeing .....	6
Health and Safety .....	6
Duty of Care and Behavioural Conduct Responsibilities .....	6
Reporting Requirements & Procedures .....	7
How students can report inappropriate conduct .....	7
How the school will respond to reports of inappropriate conduct .....	7
Legal requirements for the reporting of sexual abuse .....	8
How to write a report concerning sexual abuse .....	8
Legal requirements for the reporting of likely sexual abuse .....	9
How to write a report concerning likely sexual abuse .....	10
Teachers - Mandatory Reporting concerning Physical or Sexual Abuse .....	11
How to write a report concerning 'reportable suspicion' .....	12
Protection from Liability .....	12
Confidentiality .....	13
Public Relations & Statements .....	13
Criminal Law .....	13
Allegations Made Against College Employees .....	14
AWARENESS OF POLICY .....	14
ACCESSIBILITY OF POLICY .....	14
COMPLAINTS PROCEDURE .....	15
REPORT FORMS .....	15
Forms for Child Protection Reporting .....	15
Other Report Forms .....	15
Other Child Protection Resources .....	15
EMPLOYEE / VOLUNTEER .....	17
DECLARATION OF PARTICIPATION & UNDERSTANDING .....	17
REPORT OF SUSPECTED HARM OR SEXUAL ABUSE .....	18



# Child Protection

## POLICY PURPOSE

The purpose of this policy is to provide written processes about how the school will respond to harm or allegations of harm<sup>1</sup> or sexual abuse or likely sexual abuse<sup>2</sup> to students under 18 years of age and the appropriate conduct required of Arethusa College employees (including volunteers) and students. The policy aims to ensure that Arethusa College fulfills its duty of care to students and complies with its legal and accreditation requirements as a school.

## Scope of the Policy

This policy applies to Arethusa College students and employees, including full-time, part-time and permanent, fixed-term and casual employees, as well as volunteers, contractors and people undertaking work experience or vocational placements at the College. The policy covers information about the legal obligations of reporting known and likely harm or abuse of young people.

## Policy Responsibility

Campus Principals, Directors and Chief Operating Officer

## POLICY PUBLICATION DETAILS

<b>Current Version Approved:</b>	January 2017
<b>Current Version:</b>	Version 5
<b>Approved By:</b>	Arethusa College Board of Directors
<b>Policy Owner:</b>	Arethusa College Board of Directors
<b>Review Schedule:</b>	Annually - The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with child protection processes annually, or more frequently as may be required, for example by changes of legislation.
<b>Next Review Due:</b>	January 2018

<sup>1</sup> Section 13E Child Protection Act (Qld) 1999..

<sup>2</sup> Education (General Provisions) Act (Qld) 2006 section 366 and 366A



# Child Protection

## RELEVANT LEGISLATION

[Child Protection Act 1999 \(Qld\)](#)

[Child Protection Regulation \(Qld\) 2011](#)

[Education \(General Provisions\) Act 2006 \(Qld\)](#)

[Education \(General Provisions\) Regulation 20176 \(Qld\)](#)

[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 \(Risk Management and Screening\) Regulation 2011 \(Qld\)](#)

[Education \(Queensland College of Teachers\) Act 2005 \(Qld\)](#)

## RELATED POLICIES

- *Employee and Volunteer Handbook* (includes the Code of Conduct)
- *Anti-Bullying Policy*
- *Sexual Harassment Policy*
- *Child Risk Management Strategy Policy*
- *Complaints Management Policy*
- *Work Health and Safety Policy*

## POLICY DEFINITIONS

**Director** of Arethusa College means:

A person appointed by the Arethusa College Board of Directors as a Director of Arethusa College – the 'Governing Body' of Arethusa College.

**Employee** of Arethusa College means:

Persons who are either employed by the College for financial reward or employed in a non-paying voluntary role such as a **volunteer or vocational placement**. The use of the term 'employee' intends to include volunteers and vocational placements.

**Child** is an individual under 18 years of age.<sup>4</sup>

**Student** is any student enrolled at Arethusa College, whether or not they are under the age of 18.

<sup>4</sup> *Child Protection Act 1999 (Qld)* s 8.



# Child Protection

**Harm** – Section 9 of the *Child Protection Act 1999* provides:

- (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.

**Child in need of protection** – Section 10 of the *Child Protection Act 1999* provides:

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.

**Sexual abuse** – Section 364 of the *Education (General Provisions) Act 2006* provides:

**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.

**College / School** – these terms are used interchangeably throughout the policy but either term means Arethusa College Ltd.



# Child Protection

## POLICY PROCEDURES

Where a College employee has concerns or is unsure whether or not observations about a student's wellbeing and safety should be cause for concern, they must inform and discuss the matter with the Campus Principal as soon as possible. Should the concern be in relation to the Campus Principal, the employee should direct their concerns to an Arethusa College Board Director.

Where a notification is made to Queensland Police Service or the Chief Executive, Department of Communities Child Safety Services, such report must also be forwarded to the Chief Operating Officer.

## Student Wellbeing

The wellbeing and safety of Arethusa College students is of primary importance to the school. The College will seek to ensure the protection of its student from harm as far as is reasonably possible by implementing risk management strategies, practices and procedures which promote the wellbeing of students.<sup>5</sup>

The school will ensure employees, Directors and volunteers hold a *Positive Notice Blue Card* (a 'Blue Card') issued by the Queensland Government's *Blue Card Services*. The College will also ensure that qualified teachers are registered with the Queensland College of Teachers or hold a permission to teach issued by the Queensland College of Teachers.

## Health and Safety

The College has written policies and procedures in place about the health and safety of its employees and students in accordance with relevant workplace health and safety legislation.<sup>6</sup>

## Duty of Care and Behavioural Conduct Responsibilities

All employees, volunteers, visitors and contractors must ensure that their behaviour and conduct towards students and their relationships with students, reflect the proper standards of care required when working with students and young people. Employees, volunteers, visitors and contractors must not cause harm to any

<sup>5</sup> *Working with Children (Risk Management and Screening) Act 2000* (Qld) s 171.

<sup>6</sup> *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld) s 15.



# Child Protection

person<sup>7</sup> and must not behave in an inappropriate manner that would breach their duty of care to students.

Employees must not engage in physical or emotional abuse or any sexual conduct or contact with a student of the school. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or carers. The age of the student is also irrelevant. Failure to behave appropriately may result in criminal proceedings and / or disciplinary action, including dismissal. To be clear, *grooming behavior* that may be a precursor to sexual abuse by an adult employee or volunteer with a student, will always be considered sexual abuse.

For more information on appropriate professional boundaries with students, please refer to *Professional Boundaries: A Guideline for Queensland Teachers*, a publication by Queensland College of Teachers.<sup>8</sup>

## Reporting Requirements & Procedures

### How students can report inappropriate conduct

If a student considers the behaviour of an employee, volunteer, visitor, contractor or even another student to be inappropriate, they should report the behaviour to:

- The Campus Principal; or
- A College employee.

The report may be given to a College employee in writing, or verbally.

### How the school will respond to reports of inappropriate conduct

A College employee, volunteer or visitor who receives a report of inappropriate behaviour must report it to the Campus Principal immediately.

Where the Campus Principal is the subject of the report of inappropriate behaviour, the employee must inform a Board Director by contacting the Executive Assistant on 1300 720 371 and asking to speak immediately with the Board Chair, or in the case where the Board Chair is not available, any other available Director.

Reports of inappropriate conduct will be dealt with under the school's **Complaints Management Policy** in the first instance (except in circumstances where information presents a concern of harm or abuse). Complaints may also be made

<sup>7</sup> Work Health and Safety Act 2011).

<sup>8</sup> See <http://qct.edu.au/pdf/Professional%20Boundaries%20-%20A%20Guideline%20for%20Queensland%20Teachers.pdf>



# Child Protection

in accordance with the *Complaints Management Policy* where allegations are raised in relation to non-compliance with policy and procedures.

## **Legal requirements for the reporting of sexual abuse**

Section 366 of the *Education (General Provisions) Act 2006* provides that if an employee (the **first person**) 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; and
  - ii. is not enrolled in the preparatory year at the school,

then the employee must give a written report about the abuse, or suspected abuse, to the Principal (or a Board Director of the school's governing body) immediately. If there is an imminent risk of sexual abuse to the student, then the employee must immediately inform the Campus Principal verbally to allow immediate action to be taken to protect the child from sexual abuse or risk of sexual abuse whilst the employee prepares their written report.

Upon receiving a written report from an employee, the Campus Principal or a Board Director of the school's governing body must immediately give a copy of a report about abuse, or likely abuse to a police officer.<sup>11</sup>

If the Campus Principal is the **first person** who becomes aware or reasonably suspects sexual abuse, they 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 Board Director of the school's governing body immediately.<sup>12</sup>

## **How to write a report concerning sexual abuse**

A report concerning sexual abuse must be provided in writing. Under the *Education (General Provisions) Regulation 2006* it must include the following particulars:

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<sup>11</sup> *Education (General Provisions) Act 2006* (Qld) s 366(4).

<sup>12</sup> *Education (General Provisions) Act 2006* (Qld) ss 366(2A, 2B).



# Child Protection

- (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>14</sup>

**'Report of Suspected Harm or Sexual Abuse Form'** located at end of policy.

College employees must give the report form directly to the Campus Principal. (See the **Report of Suspected Harm or Sexual Abuse Form** for details on how the report must be given or addressed to the Campus Principal).

The Campus Principal, upon submitting the form to police, must attach confirmation of the faxed or emailed form to the report, to confirm its receipt by police.

## **Legal requirements for the reporting of likely sexual abuse**

Section 366A of the *Education (General Provisions) Act 2006* states that if an employee 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; and
  - ii. is not enrolled in the preparatory year at the school,

then the employee must give a written report about the suspicion of abuse to the Campus Principal (or a Board Director of the school's governing body) immediately. If there is an imminent risk of sexual abuse to the student, then the

<sup>14</sup> Education (General Provisions) Regulation 2017 (Qld) s 68.



# Child Protection

employee must immediately inform the Campus Principal verbally to allow immediate action to be taken to protect the child from sexual abuse or risk of sexual abuse whilst the employee prepares their written report.

Upon receiving a written report from an employee, the Campus Principal or a Board Director of the school's governing body must immediately give a copy of a report about sexual abuse, or likely abuse to a police officer.<sup>15</sup>

If the Campus Principal is the **first person** who reasonably suspects likely sexual abuse they must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a Board Director of the school's governing body.<sup>16</sup>

## How to write a report concerning likely sexual abuse

A report of likely sexual abuse must be provided in writing. Under the Education (General Provisions) Regulation 2017 it 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 abuse, the student;
  - iii. the identity of anyone else who may have information about suspected likelihood of abuse.<sup>18</sup>

**'Report of Suspected Harm or Sexual Abuse Form'** located at end of policy.

(See the **Report of Suspected Harm or Sexual Abuse Form** for details on how the report must be given or addressed to the Campus Principal).

The Campus Principal, upon submitting the form to the police, must attach confirmation of the faxed or emailed form to the report, to confirm its receipt by police.

<sup>15</sup> Education (General Provisions) Act 2006 (Qld) s 366(4).

<sup>16</sup> Education (General Provisions) Act 2006 (Qld) s 366A(3, 4).

<sup>18</sup> Education (General Provisions) Regulation 2017 (Qld) s 69.



# Child Protection

## Teachers - Mandatory Reporting concerning Physical or Sexual Abuse

At the outset, this policy requires ALL STAFF to discuss with the Campus Principal any concerns about a student's wellbeing and safety that may arise, irrespective of their role at the College. This requirement does not in any way affect the mandatory reporting requirements of Teachers as set out below.

Section 13E(3) of the *Child Protection Act 1999* (Qld) requires mandatory reporting by doctors, registered nurses and teachers, should they form a '**reportable suspicion**' about a child, in the course of their employment, in their profession. They must make a written report which must be submitted to the Chief Executive of the Department of Communities, Child Safety and Disability Services Queensland (or other department administering the *Child Protection Act 1999*).<sup>19</sup>

Under section 13E of the *Child Protection Act 1999* 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 the harm.

Arethusa College teachers should refer to the College's **Monitoring and Reporting of Harm Guidelines** for assistance when forming a reportable suspicion.

Procedures outlined in this policy require teachers (as College employees) to discuss with the Campus Principal any concerns about a student's wellbeing and safety. It is also important to note that the Campus Principal or other colleagues may have information in relation to whether a student has a parent willing and able to protect them that ought be considered in assessing whether a reportable suspicion arises. It is appropriate to confer with colleagues for the purposes of sharing information to allow you to form a reportable suspicion.<sup>20</sup> Therefore it is anticipated that before a teacher has formed a reportable suspicion, these concerns will usually have been raised and discussed with the Campus Principal prior to the report being submitted.

In the event that a staff member has confirmed that a reportable suspicion has been reported by another staff member already, there is no need to prepare and submit a second report unless further information has become available.<sup>21</sup>

<sup>19</sup> *Child Protection Act 1999* (Qld) s 13G.

<sup>20</sup> Section 13H *Child Protection Act 1999* (Qld)

<sup>21</sup> Section 13G(3)(b) *Child Protection Act 1999* (Qld)



# Child Protection

## How to write a report concerning 'reportable suspicion'

Under section 13G(2) of the *Child Protection Act 1999* (Qld), a report must:

- (a) state the basis on which the person has formed the reportable suspicion; and
- (b) include the information prescribed by regulation, to the extent of the person's knowledge.<sup>22</sup>

Once the report has been submitted to the relevant child protection department via fax or email, the teacher must immediately give the original copy of the report and any other supporting documentation to the Campus Principal (or a Board Director should the matter be about the Campus Principal). The teacher, upon submitting the form to the relevant child safety department, must attach confirmation of the faxed or emailed form to the report, to confirm its receipt by the relevant child safety department. The Campus Principal must inform the Chief Operating Officer of the report.

The Report must include:

- the child's name and sex;
- the child's age;
- details of how to contact the child
- details of the harm to which the reportable suspicion relates;
- 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; and
- 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>23</sup>

**'Report of Suspected Harm or Sexual Abuse Form'** located at end of policy.

## Protection from Liability

A person who, acting honestly and reasonably, makes a report of harm or suspected harm or risk of harm is not liable, civilly, criminally or under an

<sup>22</sup> *Child Protection Act 1999* (Qld) s 13G (2). *Child Protection Regulation 2011* Section 10

<sup>23</sup> See Regulation 10, *Child Protection Regulation 2011*(Qld)



# Child Protection

administrative process, for giving the notification or information to the Chief Executive.<sup>24</sup>

A person making a report pursuant to the *Education (General Provisions) Act* in respect of sexual abuse or likely sexual abuse is not liable civilly, criminally or under an administrative process for providing the report.<sup>25</sup>

## Confidentiality

**For the purpose of mandatory reporting**, College employees with authorised access to student information have permission to share with other authorised employees, information relating to the harm or suspected harm of a student providing this is done for a legitimate purpose.<sup>26</sup> College employees have moral and legal obligations to comply with confidentiality principles. Sections 187 and 188 of the *Child Protection Act 1999*, provides more extensive information about those obligations.

Notifications made to the Chief Executive pursuant to the *Child Protection Act 1999* (Qld) are not to be disclosed to persons other than staff or Directors who need to know about the notifications. Notifications will NOT be disclosed to any other persons, including upon subpoena. A paper on the student file will be included to indicate that a confidential file is held, and the location of the confidential file. The Notification will then be filed in the ACCO confidential file facility. A request for access to confidential files can only be provided upon approval of the Board Chair or Chief Operating Officer. Copies of notifications are to be placed in a sealed envelope, and marked clearly as a Notification pursuant to the Child Protection Act.

## Public Relations & Statements

The College will refer any public statements relating to a child protection matter to one of its trusted third parties, noting however that confidentiality must be maintained.

## Criminal Law

Allegations of criminal misconduct must be referred directly and immediately to the police. A written report about the matter must be given to the Campus Principal or a Board Director. The Campus Principal must also forward the written

<sup>24</sup> *Child Protection Act 1999* (Qld) s 197A.

<sup>25</sup> *Education (General Provisions) Act* (Qld) 2006 section 366(5) and (6), and section 366A(7) and (8).

<sup>26</sup> *Child Protection Act 1999* (Qld) s 13H.



# Child Protection

report to the Chief Operating Officer immediately. If a *Report of Suspected Harm or Sexual Abuse Form* is not the applicable form to use, a **'Blue' Behaviour Incident Report Form** may be used to write the report. The Campus Principal or an Arethusa College Board Director must refer all allegations of criminal misconduct to the police.

## Allegations Made Against College Employees

Should an allegation about criminal misconduct be made against a College employee, the College may immediately suspend the employee on full pay during the investigation process. This will ensure that the College comply with their duty of care to students.

The Board will, after an investigation has progressed, decide whether or not to proceed with internal disciplinary procedures, or to wait until the police have decided whether to charge the respondent. The College may choose to proceed with internal disciplinary procedures irrespective of whether the police matters have progressed, noting that the Police are under no obligation to provide information to the College, and criminal matters can take several years to resolve.

## AWARENESS OF POLICY

College employees, students, parents / carers and volunteers will be made aware of this policy through communication and resources such as the College website, newsletters, policies and procedures.

The College will ensure that all new employees and volunteers participate in an induction on the policy upon commencement with the College and that training, review and discussion of the policy occurs at least once a year, or more frequently as required.<sup>28</sup> A **Declaration of Understanding Form** is to be completed each time College employees and volunteers participate in training and review of the policy.

## ACCESSIBILITY OF POLICY

This policy is accessible to College employees on the College intranet, policy folders in staff rooms or on request from Arethusa College Central Office (ACCO). This policy will also be referred to in College newsletters from time to time and circulated in various locations on the College campus. A copy of the policy is

<sup>28</sup> Education (Accreditation of Non-State Schools) Regulation 2017(Qld) s s 15 and 16.



# Child Protection

available to students, parents / carers or other interested persons on the website.

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## COMPLAINTS PROCEDURE

Suggestions of non-compliance with the College's processes may be submitted as a complaint under the *Complaints Management Policy*.<sup>30</sup> Contact ACCO on 1300 720 371 for details on how to make a complaint.

## REPORT FORMS

### Forms for Child Protection Reporting

The end of this policy contains the forms used for child protection reporting. Forms are also available on the College intranet, staff rooms or on request from ACCO or the Campus Principal.

- **Report of Suspected Harm or Sexual Abuse Form** (3 page document).

### Other Report Forms

Forms are available on the College intranet, staff rooms or on request from ACCO or the Campus Principal.

- **'Blue' Behaviour Incident Report Form**

### Other Child Protection Resources

- **Protective Practices** – for staff in their interactions with children and young people.
  - This is a document produced by the Government of South Australia providing guidelines for staff working or volunteering in education and care settings. Note that some jurisdictional limitations may apply.
  - <http://www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf>
- **Family and Child Connect (FCC)**.
  - FCC is a service which provides an identifiable and easily accessible central referral point for families and professionals to access family services.
  - <http://www.familychildconnect.org.au/index.asp>
  - Phone: 13 32 64 or 13FAMILY

<sup>29</sup> Education (Accreditation of Non-State Schools) Regulation 2017 s 16(Qld) .

<sup>30</sup> Education (Accreditation of Non-State Schools) Regulation 2017(Qld) s 7.



# Child Protection

- **Queensland Government Department of Communities, Child Safety and Disability Services.**
  - <https://www.communities.qld.gov.au/>
  
- **Professional Boundaries: A Guideline for Queensland Teachers**
  - <http://qct.edu.au/pdf/Professional%20Boundaries%20-%20A%20Guideline%20for%20Queensland%20Teachers.pdf>



# Child Protection

**EMPLOYEE / VOLUNTEER  
DECLARATION OF PARTICIPATION & UNDERSTANDING**

**NOTE:** It is a condition of employment with Arethusa College Ltd that employees and volunteers sign and return this declaration of participation and understanding.

*I (NAME).....acknowledge that I have received in my possession a copy of the Arethusa College 'Child Protection Policy'. I acknowledge that I have read this policy and understand its content and that I have had any questions clarified about this policy which I may have had.*

*I understand that it is my responsibility to perform my legal obligations and responsibilities under this policy to the best of my ability.*

*I understand that I have a legal responsibility to report all suspected and / or known harm, sexual abuse or risk of sexual abuse to the Campus Principal or an Arethusa College Board Director.*

**Employee / Volunteer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Return this signed form to the Campus Principal.

**Campus Principal Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

The Campus Principal is required to **scan a copy of the signed original to ACCO** for and keep the original on Campus files. A copy may also be given to the employee or volunteer upon request.

***Private and Confidential***

Give this completed form directly to the Principal or a Board Director. If they are not available, place the form in an envelope addressing it as: "Attention: Arethusa College Principal / Director – Confidential"



# Child Protection

## REPORT OF SUSPECTED HARM OR SEXUAL ABUSE

Date:	Time:
School Name & Location:	
School Phone:	
School Fax:	
School Email:	

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"/>	



# Child Protection

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE			
<input type="checkbox"/> Parent / carer	<input type="checkbox"/> Other adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student / other child	<input type="checkbox"/> College employee / volunteer	<input type="checkbox"/> Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
<p><b>Details of any harm and/or sexual abuse to the student</b> – 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.</p>

<p><b>Please indicate the identity of anyone else who may have information about the harm or abuse</b></p>
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# Child Protection

Additional information provided as an attachment	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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<b>Name of employee making report to the Statutory Agency if not the Principal:</b>  <b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal's email address:</b>		
<b>Response requested by school:</b>		

ACTION TAKEN BY ARETHUSA COLLEGE		
Form was faxed or emailed to (please tick which agencies the form was sent to):		Queensland Police Services (QPS) <b>Date:</b> <b>Sign:</b>
		Department of Communities (Child Safety Services) <b>Date:</b> <b>Sign:</b>
		Family and Child Connect <b>Date:</b> <b>Sign:</b>

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

**The Campus Principal must confirm receipt of faxed or emailed form and attach the confirmation to this form. The Campus Principal must ensure the original copy of this completed form is stored in a secure location along with any other documentation collected for the purpose of this report.**

**Original documentation regarding this report must be provided to ACCO for records retention (on completion of this incident).**