

## Child Protection Policy

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| <b>Purpose:</b>       | The purpose of this policy is to provide written processes about –<br><br>(a) how the school will respond to harm, or allegations of harm, to students under 18 years; and<br><br>(b) the appropriate conduct of the school’s staff and students to comply with accreditation requirements.   |   |
| <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 Faith Christian School land covers information about the reporting of harm and abuse.   |   |
| <b>Status:</b>        | Approved  | <b>Supersedes:</b> Previous Child Protection Policy 2021    |
| <b>Authorised by:</b> | School Governing Body   | <b>Date of Authorisation:</b> 6 <sup>th</sup> December 2022 |
| <b>References:</b>    | <ul style="list-style-type: none"> <li>● <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>● <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>● <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li> <li>● <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>● <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>● <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li> <li>● <a href="#">Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</a></li> <li>● <a href="#">Criminal Code Act 1899 sections 229BB and 229BC</a></li> <li>● Child Safe Program</li> <li>● Faith Christian School Child Safety Complaints Management</li> <li>● Child Safety Risk Management Program</li> <li>● Faith Christian School Child Safe Codes of Conduct</li> <li>● Responding to and Reporting Harm against a Student</li> <li>● Responding to and Reporting Harm against a Student Procedures</li> <li>● Faith Christian School Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011</i> (Qld))</li> <li>● Faith Christian School Child Protection Reporting Form</li> </ul> |   |
| <b>Review Date:</b>   | Annually  | <b>Next Review Date:</b> July 2023                          |
| <b>Policy Owner:</b>  | School Governing Body   |   |

*“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.” Galatians 6:9*

## Policy Statement

Faith Christian School's Child Protection Policy outlines the Schools approach to keeping children and students safe by protecting them from harm or risk of harm. As Christians we are committed to the fundamental protection and safety of children because the Bible tells us *"children are a heritage from the Lord"* Psalm 127:3. They are to be valued *"whoever receives one such child in my name receives me, and whoever receives me, receives the one who sent me,"* Mark 9:37. They are not to be hindered from growing and fulfilling their God given potential, *"Do not despise one of these children. For I tell you that their angels are always in the presence of my heavenly father,"* Mathew 18:10 and they are certainly not to be abused or provoked as a result of adults treating them abusively, *"do not provoke or irritate or exasperate your children [with demands that are trivial or unreasonable or humiliating or abusive; nor by favouritism or indifference; treat them tenderly with lovingkindness], so they will not lose heart and become discouraged or unmotivated [with their spirits broken],"* Colossians 3:21.

With this in mind, Staff at Faith Christian School play an important part in:

- a) identifying and responding to suspected child abuse and neglect,
- b) helping families access support services that may build on their strengths and address issues that may impact on their parenting.

## 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>.

## Reporting Inappropriate Behaviour

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

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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)*

## Responsibilities for Child Safety at the School

Child safeguarding is everyone's responsibility. All adults in the School community have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:

### The School's Child Protection Officers

A number of senior staff members are nominated as the School's Child Protection Officers. Our Child Protection Officers receive additional specialised training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the School. They are also responsible for championing child safety within the School and assisting in coordinating responses to child safety incidents.

Our Child Protection Officers are (4):

| Name                 | Position                              | Email  | Phone          |
|----------------------|---------------------------------------|--|----------------|
| Graeme Johnston      | Executive Principal                   | <a href="mailto:graeme.johnston@faith.qld.edu.au">graeme.johnston@faith.qld.edu.au</a>           | 0424 369 345   |
| Warren Spooner       | Pastoral Director                     | <a href="mailto:warren.spooner@faith.qld.edu.au">warren.spooner@faith.qld.edu.au</a>             | 0418 429 902   |
| Leesa Chalmers       | Learning Enrichment                   | <a href="mailto:leesa.chalmers@faith.qld.edu.au">leesa.chalmers@faith.qld.edu.au</a>             | 0408 768 597   |
| Stuart Jones         | Chaplain                              | <a href="mailto:stuart.jones@faith.qld.edu.au">stuart.jones@faith.qld.edu.au</a>                 | 0438 264 523   |
| Rita Rosehr          | Curriculum                            | <a href="mailto:rita.rosehr@faith.qld.edu.au">rita.rosehr@faith.qld.edu.au</a>                   | 0451 417 735   |
| Douglas Stuart-Adams | Secondary                             | <a href="mailto:douglas.stuart-adams@faith.qld.edu.au">douglas.stuart-adams@faith.qld.edu.au</a> | 0413 581 640   |
| Kris Naiker          | Future Pathways and Wellbeing Officer | <a href="mailto:kris.naiker@faith.qld.edu.au">kris.naiker@faith.qld.edu.au</a>                   | (07) 3444 9814 |



## CHRISTIAN SCHOOL

Faith Christian School has also appointed Graeme Johnston as the School's Senior Child Protection Officer. The Senior Child Protection Officer is contactable by phone on 0424 369 345 or by emailing [graeme.johnston@faith.qld.edu.au](mailto:graeme.johnston@faith.qld.edu.au).

The Senior Child Protection Officer has additional child safety responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community, and coordinating the School's response to child safety incidents in consultation with the Management and the Board.

### 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>4</sup>. Reports will be dealt with under the school's Complaints Handling Policy.

### Reporting Sexual Abuse<sup>5</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;

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

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

- iii. the identity of anyone else who may have information about the abuse or suspected abuse<sup>6</sup>.

### **Reporting Likely Sexual Abuse**<sup>7</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>8</sup>.

### **Reporting Physical and Sexual Abuse**<sup>9</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; and

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<sup>6</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68*

<sup>7</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

<sup>8</sup> *Education (General Provisions) Regulation 2017 (Qld) s.69*

<sup>9</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*

- 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 Children, 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.

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>10</sup>.

A report can be made online or by telephone, by using the contact details below:

Online, via the online reporting form [here](#)

Child Safety Services can be contacted during business hours on the numbers listed on the Regional Intake Service website [here](#)

Outside of business hours, contact the Child Safety After Hours Service Centre on 07 3235 9999 or 1800 177 135

If you are unsure who to contact, contact the Child Safety Services' Enquiries Unit on 07 3224 8045 or 1800 811 810.

### **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>11</sup>.

Faith Christian School's website includes copies of all Child Protection Policies and Procedures for parents and students to access and this is supported with periodic notice within our newsletters.

We also ensure all staff, regular volunteers and board members receive and complete induction training that covers all mandatory policies including the Child Protection Policy and supporting processes. All staff, regular volunteers and board members also receive annual refresher training. This is signed off on and regularly checked and monitored.

Documentation is also made available during the enrolment process and is also available via staff at local events and through our school office.

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

<sup>11</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

## 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 administration<sup>12</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>13</sup>.

Evidence of this training includes:

- a. Attendance register from annual training,
- b. Minutes of discussion at staff meetings with printed staff meeting agendas,
- c. Staff induction portfolio records,
- d. And the school's Mandatory policies register that notes the dates of the training, what was covered and the signature of each participant acknowledging their understanding of the policies and procedures and knowledge of where to access the Guidelines and processes.
- e. Evidence also includes monthly reporting to the Board (within the Principal's report to the Board) on any Child Protection issues and the actions of the issue or any report given and an ongoing review of handling of complaints.

## 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>14</sup>.

## Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under Child Safety Complaints Management<sup>15</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>16</sup>.

## 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.

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

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

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

<sup>15</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

<sup>16</sup> *Criminal Code Act 1899 (Qld) s.229BC(4)(b)*

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.

### **Reference of Inappropriate Behaviours for any Teacher:**

As Set out by the Queensland College of Teachers, and National and State Guidelines:

- You must not, under any circumstances, have sexual relationships with students. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the students or staff member involved is also irrelevant.
- You must not, under any circumstances, engage in conduct of a sexual nature with a student. Improper conduct of a sexual nature by a teacher against a student includes sexual intercourse and any other form of child sexual abuse (which must be notified) as well as but not limited to: inappropriate conversations of a sexual nature; obscene language of a sexual nature; suggestive remarks or actions; jokes of a sexual nature; obscene gestures; unwarranted and inappropriate touching; sexual exhibitionism; personal correspondence with students in respect of the teacher's sexual feelings for the student; and deliberate exposure of students to sexual behaviour of others, other than in the case of prescribed curriculum material in which sexual themes are contextual;
- You must not give students alcohol or other drugs or encourage or condone the use of alcohol or other drugs by students.
- teachers must not, under any circumstances, use any form of discipline that includes any threat of physical violence or harm, corporal punishment or engage in any form of behaviour which could cause physical, emotional or psychological harm of any kind to students.
- Not reporting concerns about risk of harm to a child or misconduct of a staff member towards a student
- Attempting to physically prevent a student from entering or leaving a classroom, unless there is a concern for the safety of the student, other students or staff
- Shouting angrily at students to intimidate them

- Commenting to or about students on the basis of disability, gender, sexuality, cultural or racial stereotypes.
- Public disciplining or humiliating a student as punishment or as an example to other students
- Throwing an object, such as a duster, chalk, ball or book, at a student to get their attention
- Threatening students with physical punishment
- Corporal punishment, such as hitting, smacking or caning, of students is prohibited.
- Arranging activities or meetings alone with a student that are not within school guidelines or that are without the informed approval of a supervisor and, if appropriate, the parent or caregiver
- Targeting students unfairly for criticism or prejudging complaints from other staff or students about their behaviour based on past conduct.
- Teasing students or unfairly withholding praise from them
- Putting your arms around students while instructing them on the computer
- Developing a practice of cheek kissing as a greeting or for congratulating students
- Repeatedly and unnecessarily touching students on the back, shoulders, arms or legs
- Allowing a student to sit on your lap
- Undressing in front of a student, e.g., in PE or Activity Centre change rooms
- Giving gifts or money to students as a reward or incentive for good behaviour or as a gesture of friendship
- Conversing about sexual matters unrelated to a syllabus
- Telling jokes of a sexual nature
- Making sexually suggestive remarks or actions, obscene gestures or showing inappropriate videos
- Deliberately exposing a student to the sexual behaviour of others, including access to pornography.

Practices in the following three bullet points are prohibited (and may also be criminal acts):

- Teachers must not have sexual relationships with students. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers (the ages of the students or staff members involved are also irrelevant)
- Teachers must not give students alcohol or other drugs (except prescribed medication in accordance with department and school policy), or encourage or condone the use of alcohol or other drugs by students
- Possessing, computer downloading or distribution of child pornography.

## Summary of Reporting Harm

| Who                      | What abuse  | Test  | Report to                                      | Legislation                          |
|--------------------------|---|---|--|--------------------------------------|
| All staff                | Sexual  | Awareness or a suspicion<br>Sexually abused or likely to be sexually abused     | Principal, through to police                   | EGPA sections 366 and 366A           |
| Teacher                  | Sexual and physical                                       | Significant harm<br>Parent may not be willing and able                          | Confer with principal, report to Child Safety  | CPA sections 13E and 13G             |
| All staff                | Physical, psychological, emotional, neglect, exploitation | Significant harm<br>Parent may not be willing and able                          | Principal, through to Child Safety             | Accreditation Regulations section 16 |
| All staff                | Any   | Not a level that is otherwise reportable to Child Safety, refer with consent    | Principal, through to Family and Child Connect | CPA Sections 13B and 159M            |
| Principal                | Any   | Not a level that is otherwise reportable to Child Safety, refer without consent | Family and Child Connect                       | CPA Sections 13B and 159M            |
| Any member of the public | Any   | Significant harm<br>Parent may not be willing and able                          | Child Safety                                   | CPA section 13A                      |

# CHILD PROTECTION REPORTING

CLICK

[FORM](#)

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