



**Caloundra City
Private School**

***Student Safety and Wellbeing – Raising and Responding to Concerns
Policy***

Last Review: February 2026	Constructed / Reviewed by: Russell Kennedy Lawyers/CCPS Company Secretary
Next Review: February 2028 (and every two years thereafter in accordance with the School's review cycle, or more frequently as required)	Approval Required: CCPS Risk and Compliance Committee and CCPS Board of Directors
	Board Sign Off Date: 6 th March 2026 Implementation Date: 6 th March 2026

1 Statement of Context and Purpose

Caloundra City Private School (or **CCPS**) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies and procedures to uphold this public commitment.

This policy sets out in an accessible, child focused, culturally safe and easily understood manner, the ways in which concerns about all forms of child abuse:

- may be brought to the School's attention; and
- will otherwise be dealt with, both internally and in accordance with the School's external reporting obligations.

Other concerns may be raised by members of the school community in accordance with the *Grievances Policy (Community)*.

This policy is a procedure for responding to and reporting child abuse allegations as part of the School's student safety and wellbeing framework (underpinned by the *Student Safety and Wellbeing Policy*), and for the purpose of Queensland's Child Safe Standards.

2 Application

This policy applies to all Board members, employees, volunteers, contractors and other authorised personnel required to perform functions on the School's premises, or at school-organised activities and events. Collectively, these individuals are referred to as 'staff'.

This policy extends to any other person who is engaged in student-connected work at the School, or that otherwise has direct and regular contact with the School's students (whether supervised or not).

1 Related Documents

Legislation

- *Child Protection Act 1999* (Qld)
- *Working with Children (Risk Management and Screening) Act 2000* (Qld)
- *Education (General Provisions) Act 2006* (Qld)
- *Education (General Provisions) Regulation 2017* (Qld)
- *Education (Queensland College of Teachers) Act 2005* (Qld)
- *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld)
- *Public Records Act 2023* (Qld)
- *Criminal Code Act 1899* (Qld)
- *Child Safe Organisation Act 2024* (Qld)

(a) Code of Ethics for Teachers in Queensland

Overview of Student Safety and Wellbeing policies and documents

Document	Overview
<i>Student Safety and Wellbeing Policy</i>	This policy sets out the School's overarching obligations and commitment to ensuring student safety and wellbeing, and summarises the School's strategies for achieving these. The policy also explains how the School's other student safety and wellbeing policies and procedures interact.
<i>Student Safety and Wellbeing - Staff Code of Conduct</i>	This code outlines staff behaviours which align with the School's commitment to student safety and wellbeing, and what behaviours are unacceptable.
<i>Student Safety and Wellbeing - Raising and Responding to Concerns Policy</i>	This policy outlines how members of the school community may raise concerns about child abuse and other student safety and wellbeing matters. This policy sets out how the School will respond to such concerns (including by complying with the School's mandatory reporting obligations).
<i>Student Safety and Wellbeing – Recruitment and Employment Policy</i>	This policy outlines the School's approach to ensuring student safety and wellbeing is a paramount consideration in the School's recruitment and employment practices.

Fact sheets

- [Laws targeting sexual offences against children | Queensland Government](#)
- [Child Protection Guide | Department of Families, Seniors, Disability Services and Child Safety](#)
- [Reporting and referring concerns | Department of Families, Seniors, Disability Services and Child Safety](#)
- [Children and young people in care | Department of Families, Seniors, Disability Services and Child Safety](#)
- [Child Protection Guide | Department of Child Safety, Youth and Women](#)

3 Definitions

Schedule 1 of the *Student Safety and Wellbeing Policy* sets out the key definitions used in the School's student safety and wellbeing framework. For ease of reading, the following definitions are reiterated below.

Mandatory reporter has the meaning given to it by section 13E of the CP Act. It includes but is not limited to registered teachers (including early childhood teachers), staff with post-secondary qualifications employed in the care, education or minding of children, school principals, registered nurses, students in training to become teachers (who have been granted permission to teach under relevant legislation), registered psychologists, out of home care

workers, early childhood workers and any other person referred to in section 13F of the CP Act.

Reportable Allegation means an allegation or other information that leads a person to form a reasonable belief that a staff member of the School has committed either reportable conduct or misconduct that may involve reportable conduct. This applies even if the behaviour is said to have happened outside school or not while the staff member was carrying out their school duties.

Reportable conduct means:

- A child sexual offence.
- Sexual misconduct, committed in relation to, or in the presence, of a child.
- Ill treatment of a child.
- Significant neglect of a child.
- Physical violence committed in relation to, or in the presence of, a child.
- Behaviour that causes significant emotional or psychological harm to a child.

Reportable conviction means a conviction for an offence committed by a staff member against a law of a State or the Commonwealth that may involve reportable conduct.

A conviction includes:

- (a) finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded;
- (b) a spent conviction, or a conviction that has become spent under a law of another State or the Commonwealth.

Reportable suspicion (for the mandatory reporting regime) means a suspicion formed on reasonable grounds that a child:

- has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- may not have a parent able and willing to protect the child from the harm.

4 Relevant Principles

Staff have a variety of mandatory reporting obligations in relation to concerns about child abuse or other student safety and wellbeing matters. The School is guided by this policy to fulfil its (and its staff's) obligations and aims to ensure that:

- Staff, students and members of the school community feel encouraged to raise concerns in accordance with this policy.
- Contact details of Student Safety Officers are readily available and widely known to the school community.
- All concerns are treated seriously, with the utmost importance and are responded to in a prompt, appropriate, sensitive and thorough fashion.

- The School and its staff have knowledge and an understanding of their legal obligations with their reporting obligations, and comply with these proactively.
- The School's processes for responding to concerns (and the complaints process generally) are legally compliant (with regard to privacy laws, reporting obligations and employment law), culturally safe and understood broadly - including by children and young people, families and staff.
- Investigations are conducted fairly and without bias, promptly and without undue delay.
- All reasonable steps are taken to protect the identity and wellbeing of a student who is the subject of a concern, and no adverse action is taken against a person who raises a concern (or is a child or young person who is the alleged victim of child abuse).
- All reasonable steps are taken to co-operate with law enforcement agencies regarding concerns, and that these are reported to relevant authorities regardless of the legal obligation to do so.
- Members of the school community understand and have confidence in the processes that will be followed by the School in response to concerns.
- This policy is student-focused and can be easily understood by the school community, in particular students.

When complying with this policy, it must be appreciated that fulfilling the roles and responsibilities contained herein will not displace or discharge any other obligations that arise if a person reasonably believes that a student is at risk of child abuse.

5 **Raising Concerns**

How the school community may raise concerns with the School

If you have a belief that a student is in immediate danger, you should immediately phone the Police on 000.

If you are a member of the school community (other than a member of staff), with a concern about child abuse or other student safety and wellbeing matters, then you are encouraged to raise that concern with the Principal, a member of the Senior Leadership Team, or a Student Safety Officer.

Relevant contact details for the School's Student Safety Officers are set out in the below table:

Name	Position	Contact details
Mr Leon van Niekerk	Principal (senior Student Safety Officer)	lvanniekerk@ccps.qld.edu.au
Mr Kris Naiker	Deputy Principal -Students	knaiker@ccps.qld.edu.au
Ms Kylie Lush	7/8 Year Level Coach	klush@ccps.qld.edu.au
Ms Meghan Kostas	9/10 Year Level Coach	mkostas@ccps.qld.edu.au

Mr Sasha Juric	Year 6 & E-Learning Coordinator	sjuric@ccps.qld.edu.au
Student Safety Officers can also be contacted via Enrolments Registrar & Executive Assistant on 075437 5800		

The School has appointed the Principal as its senior Student Safety Officer. The Principal has an important role in the promotion and maintenance of a student safe culture at the School. The Principal is also responsible for ensuring overall School compliance with the processes outlined in this policy.

Where a concern relates to a Student Safety Officer, it should be reported to the senior Student Safety Officer.

As the safety and wellbeing of students is the School's paramount consideration, you are encouraged to make a report, whether or not you have formed a belief or suspicion on reasonable grounds that child abuse or other conduct that presents a risk to student safety has occurred.

How staff will deal with their own concerns

Staff with, or who are aware of concerns about child abuse or other reportable suspicion, or reportable conduct, or a reportable conviction of a staff member, must also address any concerns they may have in accordance with this policy.

Concerns about the Principal or the Board

Where a concern relates to the Principal or a Board member, concerns should be raised with the Chair of the Board via email at boardchair@ccps.qld.edu.au or via post: Company Secretary Caloundra City School Ltd P.O Box 542 Golden Beach Qld 4551.

In those circumstances, the Chair of the Board will be responsible for meeting the Principal's responsibilities as set out in this policy.

6 The School's Response

This section sets out how the School will acknowledge a concern about child abuse or reportable conduct involving a student.

Receiving a concern

Staff, upon becoming aware of a concern, is required to:

- Listen to the concern in a considerate, patient and supportive manner (and appropriately where the concern is coming from a student).
- Identify the party or parties involved.
- Confirm the basic details, without seeking extensive information, casting judgment or asking suggestive or leading questions.
- Take a detailed file note.
- Remain balanced and not assess the validity of the concern(s) being raised.

- Explain that other people may need to be informed about the concern, in order to stop any inappropriate or unlawful behaviour and to comply with the School's legal obligations and procedures.
- Confirm that the School takes the concern seriously.
- Offer support to the student(s) involved in the concern, and their families. This may include encouragement to access confidential wellbeing and support services, either internal or external to the School.
- Outline the process that will be followed by the School in dealing with the concern, in accordance with this policy.

Staff should then:

- Promptly and thoroughly manage the response of the School (including by monitoring the School's overall compliance with this policy and accounting for alternatives if the staff member allocated to resolve the concern is unable to perform their role).
- Comply with their personal reporting obligations as set out in this policy.
 - Notify the Principal, a Student Safety Officer or member of the Senior Leadership Team, about the concern.
 - If the Student Safety Officer or member of the Senior Leadership Team is the subject of the concern, notify the Principal about the concern.
 - If the Principal is the subject of the concern, notify the Chair of the Board about the concern.

The School will then take such steps as it considers appropriate to protect any student connected with a concern until it is resolved, including by ensuring that any mandatory reporting obligations are met, and also, that allegations, suspicions or disclosures are made to relevant authorities (including but not limited to Queensland Police, the Department of Families, Seniors, Disability Services and Child Safety-through Child Safety Services Centres, the Queensland Family and Child Commission and the Queensland College of Teachers) have been met, regardless of whether there is a legal obligation to report.

Resolving the concern

The School will investigate the concern where appropriate, which will ordinarily require a determination, on the balance of probabilities, whether the concern is substantiated or not.

When doing so, the School will take into account the diversity and characteristics of the school community to ensure equity is upheld and act to reduce barriers to inclusion.

The decision-maker will usually be the Principal (or their nominee), although where the concern relates to the alleged conduct or misconduct of the Principal then the decision-maker will be the Chair of the Board. The School may rely on legal or third-party assistance to investigate or determine the concern.

Where a concern involves allegations against a staff member, the School will need to notify the staff member about those allegations (to the extent that it is appropriate to do so, which may initially involve only notification that there has been a concern), outline the process to be followed, and advise the staff member about the process pending the resolution of the concern (which may, in appropriate cases include the staff member being stood down, without judgment, while the concern is being dealt with).

To the extent that the School decides it is appropriate or practicable to do so, any investigation will usually involve:

- Interviewing the subject of the concern and key witnesses or individuals (noting that more than one interview may be required).
- Reviewing relevant documents, correspondence and materials of substance.
- Taking notes of any interviews (or where appropriate, transcripts of audio recordings of any interviews) during the investigation.
- The relevant decision-maker determining whether, on the balance of probabilities, the concern is substantiated.

Witnesses being interviewed will not be unreasonably refused a support person.

If a concern is substantiated, the School will take appropriate action (which may, in the case of a current staff member, potentially include summary dismissal for serious misconduct). Even if a concern is not substantiated, the findings made by the School during the course of investigating the concern may, in certain cases, still result in disciplinary action (including dismissal).

Following the conclusion of its investigation, the School will indicate the outcomes of the investigation to:

- The person, or student who raised the concern.
- The person subject of that concern (where appropriate).
- Any external authorities (including but not limited to Queensland Police, the Department of Families, Seniors, Disability Services and Child Safety –through Child Safety Services Centres, the Queensland Family and Child Commission and the Queensland College of Teachers) to whom a report is required to be made.

This policy applies regardless of whether the alleged behaviour which is the subject of a concern, occurred on or outside School grounds, or concerns current or former students.

It may not be appropriate or possible for the School to investigate a concern in strict accordance with this policy where a concern is raised with the School and:

- An investigation by Queensland Police or the Queensland College of Teachers relevant to the concern is ongoing.
- Civil or criminal proceedings relevant to the concern are ongoing.
- The concern relates to the conduct of current or former students.
- The concern relates to the conduct of former staff.

In such circumstances, the School will seek and act on legal advice to comply with this policy to the extent it is appropriate to do so (and in particular to protect the safety and wellbeing of all current students of the School).

Keeping the School informed

It is the School's preference that members of the school community (including students, staff, volunteers, parents, etc) promptly inform the Principal, a member of the Senior Leadership Team or a Student Safety Officer of any matters on the subject of a potential reporting obligation under this policy which relate to the school community, so that the School can coordinate the information and support the Police and affected students and their families as required.

However, the School appreciates that in some cases it will be necessary for an external report to be made before the School is notified (and nothing in this policy is intended to limit a person's right, or obligation, to make external reports). At the very least, the Principal, a member of the Senior Leadership Team, or a Student Safety Officer should be notified after an external report is made.

Reflection and continuous improvement

The School will analyse concerns and incidents to identify causes and (if applicable) systemic changes to inform continuous improvement.

7 Other Considerations

Concerns relating to other students

This policy also applies to concerns involving the behaviour of other students.

For example, mandatory reporting obligations are not limited to the actions of staff, and the failure to disclose offence can also apply to alleged sexual activity by adult students.

Where a concern involves child abuse or other inappropriate behaviour allegedly perpetrated by a student, the School will comply with its mandatory reporting obligations, and may otherwise exercise its discretion to notify Queensland Police.

Subject to any Police clearance which may be required, the School will otherwise deal with student-on-student behavioural issues in accordance with its student behavioural management procedures and any other relevant student discipline policies and procedures.

Information provided to students

Students are provided with age-appropriate information during class time and through School assemblies about what to do in response to an allegation of suspected child abuse and the need to promptly alert a member of staff if they believe that they, or a peer, is suffering from child abuse.

Information provided to students includes, but is not limited to:

- Remain calm.
- Promptly seek help and speak to a trusted staff member (including the Principal, a member of the Senior Leadership Team, or a Student Safety Officer) about the concern.
- Remember this is not your fault, you are not to blame and are not in trouble.
- Tell the story in your own words, with as much detail as you can.
- Do not be afraid of saying the "wrong" thing.

- Listen carefully to any instructions you receive from staff (or if applicable, the Police or other authorities).
- Listen carefully to information you receive from staff about what will happen next (for example, and subject to the circumstances, authorities notified, parents informed, internal and/or external investigation).
- Be reassured that that you have done the right thing.

Records

The School will make, keep and secure clear and contemporaneous records of any concerns raised in accordance with this policy, and the steps taken by the School to respond to those concerns.

Support

The School will afford appropriate support to students the subject of, or otherwise connected to, concerns raised under this policy, particularly until the concern is resolved.

If a concern involves a student who identifies as Aboriginal or Torres Strait Islander, or is from a culturally and/or linguistically diverse background, has a disability or is otherwise vulnerable (including without limitation students who identify as LGBTIQ+, or are unable to live at home), steps will be taken to ensure that the student, and their family, is supported to understand the situation and are supported (including via the use of an interpreter where required).

The School will also provide appropriate support to staff who make mandatory reports under this policy, or who are assisting the School or families with the process outlined in this policy.

Cooperation with authorities

The School will cooperate with any external authorities (including but not limited to Queensland Police, the Department of Families, Seniors, Disability Services and Child Safety through Child Safety Services Centres, the Queensland Family and Child Commission and the Queensland College of Teachers) in relation to a concern or report (whether made under this policy or otherwise).

Confidentiality

Appropriate confidentiality will be maintained at all times when dealing with concerns under this policy, with information only being provided to those who have a right or otherwise, on a “needs to know” basis.

Communication

Where appropriate, the School will provide parents, carers and guardians with guidance and support where a student is the subject of a concern.

Staff do not require consent from a student’s parents before making a mandatory report in accordance with this policy. Similarly, staff are not required to disclose that a mandatory report has been made.

However, the School will keep families updated as it considers appropriate about the way in which it is dealing with concerns affecting that family’s child.

Victimisation is not tolerated

The School will not tolerate victimisation towards someone because they have raised or participated in a process contemplated by this policy, including by raising a concern or making a mandatory report.

8 The School's reporting obligations

Schedule 1 sets out the main mandatory reporting obligations that apply to the School and its staff.

The School treats seriously its reporting obligations and recognises that student protection is everyone's responsibility. Whilst the Principal, the Senior Leadership Team and Student Safety Officers are primarily entrusted with day-to-day responsibility for ensuring that these reporting obligations are met, all staff and appropriate personnel are required to uphold the ethos of this policy by ensuring that student safety and wellbeing matters are reported internally, and externally where required.

Staff will receive training on their personal reporting obligations to achieve this, which are summarised below.

Where a survivor has experienced child sexual abuse for which the School is responsible as an institution, the School is committed to providing that individual with appropriate and trauma-informed redress.

Whilst decisions about offers of redress will be dictated by the relevant circumstances, offers will ordinarily include one or more of a direct personal response, access to professional counselling and psychological care, and, where appropriate, financial compensation.

9 Communication and Implementation

Communication

The School Board is responsible for ensuring:

- (a) the School's staff and students, and students' parents and guardians, are made aware of the School's student safety and wellbeing policies and practices; and
- (b) the processes are readily accessible by staff, students, parents and guardians.

The School complies with these obligations by:

- (a) making this policy publicly available on the School's website; and
- (b) making this policy available to staff as part of the School's and the Board's internal policies and procedures. Aspects of (and updates to) the School's student safety and wellbeing framework, including this policy will be addressed in the School's professional development updates, training programs and newsletters.

Implementation

The School Board is responsible for ensuring:

- (a) staff are trained annually in implementing the School's student safety and wellbeing policies and practices; and
- (b) the School is implementing the processes.

To comply with these obligations:

- (a) The Board and Principal will review this policy and the School's student safety and wellbeing practices at least every two years (or more frequently after a significant student safety and wellbeing incident) and implement improvements where applicable.
- (b) Families and the school community will be afforded the opportunity to contribute to the review and development of the School's student safety and wellbeing policies and practises (including this policy).
- (c) Annual training and refresher sessions on this policy are provided to all staff.
- (d) The Principal is responsible for monitoring staff compliance with this policy. All staff must ensure that they abide by this policy and assist the School implementing this policy.
- (e) All staff must be familiar with and abide by this policy, and assist the School in the implementation of this policy.

10 Concerns regarding compliance with this policy

If a person believes that the School, or any staff member responsible for student safety and wellbeing, is not complying with the School's student safety and wellbeing policies or procedures, they should raise the concern in accordance with [Grievance Policy Student Grievance Policy Staff Grievance Policy \(Community\)](#)

For the avoidance of doubt, where a complaint concerns non-compliance by the Principal, the complaint must be directed to the Chair of the School Board.

Where non-compliance with the processes outlined in this policy is established, the School will take appropriate remedial action. Such action may include, depending on the circumstances:

- (a) providing support to any impacted person;
- (b) making changes to relevant School policies or procedures;
- (c) delivering professional development or coaching for staff members; and
- (d) taking disciplinary action where appropriate.

Schedule 1

1 Reporting a Child Abuse Offence: Failure to Report Offence

The *Criminal Code Act 1899* (Qld) makes it a crime to fail to report an abuse offence against a child.

As a result, anyone (and not just professionals who work with the School's students, or with children and young people generally) aged 18 or over must make a report to Queensland Police if they form a reasonable belief that an abuse offence has been committed against another person who was a child (under the age of 16 years, or a person with an impairment of the mind) at the time of the alleged offence.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than suspicion, mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. There must be some objective basis for the belief. For example, a 'reasonable belief' might be formed if:

- A student states that they have been sexually abused.
- A student states that they know someone who has been sexually abused (sometimes the student may be talking about themselves).
- Someone who knows a student states that the student has been sexually abused.
- Professional observations of the student's behaviour or development leads a professional to form a belief that the student has been sexually abused or is likely to be abused.
- Signs of abuse lead to a belief that the student has been sexually abused.

If you are not sure whether you have a reasonable belief, you must consult with the Principal, a member of the Senior Leadership Team, a Student Safety Officer or the appropriate body to which a report must be made.

If you have formed a reasonable belief in relation to an abuse offence, you must immediately report the belief to Queensland Police by calling 000 in an emergency.

You must then make a further report on each occasion on which you become aware of any further reasonable grounds for the reasonable belief.

Please note that fulfilling the roles and responsibilities contained in this policy do not displace or discharge any other obligations that arise if you reasonably believe that a child is at risk of child abuse.

Failure to make a report without reasonable excuse is an offence under section 229BC of Schedule 1 the *Criminal Code Act 1899* (Qld).

However, it may not be an offence not to disclose an abuse offence against a child to Queensland Police if you have a reasonable excuse. You may have a reasonable excuse if you:

- Have a reasonable fear that disclosing the information would endanger the safety of any person (other than the alleged perpetrator of the child abuse offence).
- Believe on reasonable grounds that the information has already been reported to Queensland Police by another person or Queensland Police already have that information.

If there is uncertainty about the need for a report to Queensland Police (or another body) you should seek advice from the Principal, the Senior Leadership Team or a Student Safety Officer about whether you are still required to make a report.

2 The Reportable Conduct Scheme

The *Child Safe Organisations Act 2024* (Qld) establishes the Reportable Conduct Scheme (**Scheme**) managed by Queensland Family and Child Commission (**QFCC**).

From 1 July 2026, the Scheme requires the School to report and investigate reportable allegations and convictions (as defined in Schedule 1: Student Safety and Wellbeing Definitions in the *Student Safety and Wellbeing Policy*) against a member of staff.

A staff member who becomes aware of a reportable allegation or conviction must:

- a) Report the matter to the Principal;
- b) If the matter relates to the Principal, report the matter to the QFCC.

The School also requires the staff member to report the matter to the Chair of the Board.

The Principal (or their delegate) will notify QFCC of any reportable allegation or conviction that may involve reportable conduct in respect of a staff member.

From 1 July 2026, a disclosure can be made using an online form available on QFCC's website. QFCC may also be contacted by phone on 07 3900 6000 or by email enquiries@qfcc.qld.edu.au in relation to any queries.

Further, the Scheme requires the head of an entity (the Principal) to do certain things upon becoming aware of a reportable conduct allegation or conviction about a member of staff. These obligations include, but are not limited to, managing any immediate risks to students, making reports as required by law and investigating the allegations when appropriate clearance has been received (refer below).

Where a reportable allegation or conviction is about the Principal, the Chair of the Board will assume responsibility for complying with the head of entity's obligations under the Scheme.

As soon as practicable after becoming aware of a reportable allegation or conviction, the Principal must respond to the reportable allegation or conviction by making the notifications to QFCC and investigating the allegation or conviction:

- a) Initial notification – within three (3) business days after becoming aware of the reportable allegation or conviction.
- b) Commence investigation – as soon as practicable after becoming aware of the reportable allegation or conviction, the Principal must:
 - ensure an investigation of the reportable allegation or reportable conviction is conducted; and
 - notify the Commission that the investigation is being conducted and provide contact details for a person the commission may contact in relation to the investigation.
- c) Update – within thirty (30) business days after becoming aware of the reportable allegation or conviction, provide an interim report if the investigation is not yet complete, outlining:

- the facts and circumstances of the reportable allegation or conviction, to the extent they are available;
- an update on any action, including risk management action, taken in response to the reportable allegation conviction; and
- if the staff member has made written submissions to the Principal in relation to the reportable allegation or reportable conviction—a copy of the staff member’s written submissions.

If the investigation is complete, the Principal must provide the final report.

- d) Outcome – as soon as practicable provide the final report. The content of a final report includes but is not limited to:
- information about the facts and circumstances of the reportable allegation or conviction;
 - the findings the Principal has made about the reportable allegation or conviction after completing the investigation, including whether or not the staff member has engaged in reportable conduct;
 - the reasons for the findings; and
 - copies of documents relied on by the Principal in making the findings.

3 Mandatory reporting

Mandatory reporters (as defined below) have mandatory reporting obligations under the *Child Protection Act 1999* (Qld) (**CP Act**). Failure to make a mandatory report can constitute an offence under that Act.

A ‘mandatory reporter’ has the meaning given to a prescribed person by section 13E of the CP Act. It includes but is not limited to principals and teachers in any educational institution (including a kindergarten), registered or enrolled nurses, registered psychologists, persons who provide child care or child care services for fee or reward, persons concerned in the management of approved education and care services and any other person referred to in section 13F of the CP Act.

If you are a mandatory reporter, and in the course of your work, you know, or believe or suspect on reasonable grounds that a child:

- has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- may not have a parent able and willing to protect the child from the harm,

(a “reportable suspicion” as defined by section 13E(2) of the CP Act)

you must immediately make a report to the Department of Families, Seniors, Disability Services and Child Safety through the regional Child Safety Services Centre during business hours, or the Child Safety After Hours Service Centre on 1800 177 135 after hours. Additional reports must be made on each occasion where a mandatory reporter becomes aware of any further reasonable grounds for the belief or suspicion.

‘Harm’ is defined in section 9 of the CP Act to mean any detrimental effect of a significant nature on a child’s physical, psychological, or emotional wellbeing.

It is immaterial how the harm is caused.

It may result from physical, psychological, or emotional abuse or neglect, or sexual abuse or exploitation. Harm may occur as a single incident or through a series or combination of acts, omissions, or circumstances.

Staff must check whether they are mandatory reporters.

A mandatory reporter must make a report even if a Student Safety Officer does not share their belief or suspicion that the report must be made. The School will afford support where appropriate to mandatory reporters who make a report under this policy.

Under section 13I of the CP Act, a relevant person is not required to give a report under section 13G until the person has formed a reportable suspicion about a child, and once a relevant person has formed a reportable suspicion about a child, the person must make a mandatory report even if they are taking, or have taken, other action in relation to the child.

In accordance with section 13G(2) of the CP Act and section 4 of the Child Protection Regulation 2023, a mandatory report of harm must include (to the extent known):

- the child's name, age and sex descriptor;
- details of how to contact the child. This may include:
 - the address at which the child usually lives;
 - the name and address of the school the child attends;
 - the child's current location;
- details of the harm or risk of harm to which the reportable suspicion relates, including the grounds for the reporter's belief and the information on which the reportable suspicion is based;
- 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 relate; 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.
- and any other information known to the reporter that may assist Child Safety in assessing the child's protection needs.

In addition to the mandatory reporting obligations, any person (including staff) who reasonably suspects that a child may be in need of protection may report their concern to the Department.

A 'Child in need of protection' is defined in section 10 of the CP Act to mean a child who has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and does not have a parent able and willing to protect the child from the harm (even if that risk is not caused by suspected physical or sexual abuse, which would make the risk a reportable suspicion).

4 Reporting sexual abuse or likely sexual abuse

Sections 366 and 366A of the *Education (General Provisions) Act 2006* (Qld) (**EGP Act**) and regulations 68–69 of the *Education (General Provisions) Regulation 2017* (Qld), the School has specific legal obligations for responding to concerns or suspicions of sexual abuse or likely sexual abuse of a child or young person.

Staff Reporting Obligations

All staff members must comply with the mandatory reporting requirements under the EGP Act.

A staff member must immediately report in writing to the Principal (or the Chair of the Board) if, in the course of their employment, the staff member becomes aware, or reasonably suspects, that any of the following individuals have been sexually abused or are likely to be sexually abused by another person:

- A student under 18 years attending the school;
- A kindergarten-age child participating in a kindergarten program at the school; or
- A person with a disability who, under section 420(2) of the EGP Act, is being provided with special education at the school and is not enrolled in the preparatory year.

(sections 366(1)-(2) & 366A(1)-(2)).

This obligation arises regardless of when or where the alleged harm occurred, and regardless of whether the alleged perpetrator is a staff member, another student, a family member, or another person.

Principal and Board Member Reporting Obligations

Upon receiving a written report from a staff member, the Principal or the Chair of the Board must immediately provide a written report to a police officer (sections 366(4) & 366A(6) of the EGP Act)

If the Principal is the first person to become aware of or reasonably suspect sexual abuse or likely sexual abuse, the Principal must:

- Provide a written report directly to a police officer immediately (section 366(2A) & 366A(3)); and
- Provide a written report immediately to a member of the School's Board (section 366(2B) & 366A(4)).

Required Contents of a Report

A report of sexual abuse or likely sexual abuse must contain the information required under sections 68 and 69 of the *Education (General Provisions) Regulation 2017* (Qld):

- The name of the person making the report;
- The student's name and sex;
- Details of the basis for the person becoming aware, or reasonably suspecting, that the student has been or is likely to be sexually abused by another person;
- Details of the abuse or suspected abuse (where abuse is suspected to have occurred)

- Any of the following information of which the person is aware:
 - The student's age.
 - the identity of the person who has sexually abused, is suspected of having sexually abused, or is suspected to be likely to sexually abuse, the student.
 - The identity of anyone else who may have information about the abuse, suspected abuse or about the suspected likelihood of abuse.

5 Queensland College of Teachers

Sections 76 and 77 of the *Education (Queensland College of Teachers) Act 2005* (Qld) require the School to notify the Queensland College of Teachers if it deals with an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher, and notify the Queensland College of Teachers of the outcome of the dealing.

6 Contacting Child Safety Services Centres

Child Safety Services Centres may also be contacted where a staff member forms concerns about a student's wellbeing but a mandatory report is not required.

Examples of situations where contacting the Child Safety Services may be appropriate, but may not necessarily enliven mandatory reporting obligations, include:

- Significant parenting problems that may be affecting the student's development.
- Family conflict, including family breakdown.
- A family under pressure due to a family member's physical or mental illness, substance abuse, disability or bereavement.
- Young, isolated and/or unsupported families.
- Significant social or economic disadvantage that may adversely impact on a student's care or development.

Many cases will not fit neatly into these categories. For guidance about whether contacting the Child Safety Services Centres should be considered, staff can refer to the School's Student Safety Officers and information available on the Department of Families, Seniors, Disability Services and Child Safety website.

Child Safety may be contacted through the regional Child Safety Services Centre.

Schedule 2

Student Safety and Wellbeing Record Requirements

1 Where We Keep Records Related to Student Safety and Wellbeing

The Principal is responsible for keeping all records relating to student safety and wellbeing incidents or concerns, including records of allegations, investigations and findings made, up to date and secure.

Hardcopy records relating to actual or alleged child abuse and reportable conduct are stored in a fireproof, locked safe in the Principal's Office. Softcopy records are stored on the The Alpha School System (TASS).

Where a student safety and wellbeing incident or concern relates to an allegation against a staff member (including about breaches of the Student Safety and Wellbeing – Staff Code of Conduct), records may also be maintained as part of the Human Resources Management records.

2 Documenting the Student Safety and Wellbeing Incident or Concern and the School's Response

Documenting observations and communications about all student safety and wellbeing incidents or concerns, including those that do not meet the relevant threshold for external reporting, ensures that:

- (a) all information about individual students can be taken into account should future student safety and wellbeing incidents or concerns arise,
- (b) any patterns that might arise from student safety and wellbeing incidents or concerns can inform reviews of the School's student safety and wellbeing strategies.

Therefore, all observations of and verbal and written communications about student safety and wellbeing incidents or concerns (including notes of observations, student disclosures, meetings and telephone calls) must be properly documented, regardless of whether or not the student safety and wellbeing incident or concern meets the relevant thresholds for external reporting. The records should include dates and times and enough detail to record key observations or conversations, especially those relating to the student's disclosure.

In addition, where a staff member:

- (a) believes on reasonable grounds that a student is in need of protection as a result of physical or sexual abuse, such that a Mandatory Report to Department of Families, Seniors, Disability Services and Child Safety has been or will be made,
- (b) believes on reasonable grounds that a student is in need of protection for any reason or is in need of therapeutic treatment for sexually abusive behaviour, such that a Non-Mandatory Report to Department of Families, Seniors, Disability Services and Child Safety has been or will be made,
- (c) has significant concerns for the wellbeing of a student, such that a Non-Mandatory Report to Department of Families, Seniors, Disability Services and Child Safety has been or will be made,
- (d) believes on reasonable grounds that a sexual offence has been committed against a child, or that student sexual offending has occurred, such that a Report to Police has been or will be made,

- (e) believes that other circumstances exist such that a Non-Mandatory Report to Police is required,

they must record written and dated notes of their observations and concerns to assist in reporting the concerns to Department of Families, Seniors, Disability Services and Child Safety or Police.

3 How to Document the Student Safety and Wellbeing Incident or Concern

The School requires a Student Safety ROC to be completed to record all student safety and wellbeing incidents and concerns. Student Safety ROC which must be completed by a Student Safety Officer.

Staff members should use Child Protection Reporting Form [Suspecting Child Abuse Form](#) to document all student safety and wellbeing incidents and concerns, including observations, beliefs, suspicions, disclosures or allegations of student abuse or other harm. This form must be used regardless of whether the alleged perpetrator may be a parent/carer, other student, staff member, or any other person and must be attached to the Student Safety ROC.

For volunteers, contractors, labour hire workers and secondees, a Student Safety Officer can complete a form on their behalf.

Staff members should only record what information is observed or offered during the incident, disclosure or allegation and then be sure to report the matter in accordance with the Student Safety and Wellbeing – Raising and Responding to Concerns Policy.

The 'Process of Review' section in the form must be completed between four to six weeks after an incident, suspicion or disclosure of abuse, in conjunction with the Principal, a Student Safety Officer or, if the incident or concern involves the Principal, the Chair of the School Board.

The Student Safety ROC must be updated by a Student Safety Officer as Critical Actions are completed. All Critical Actions listed on the form must be completed for the incident to be closed.

Any other notes and records obtained or made by staff members regarding student safety or wellbeing incidents or concerns should also be given to the Principal or a Student Safety Officer and attached to the Student Safety ROC. Notes and records may include:

- (a) handwritten notes taken during a disclosure by a student,
- (b) copies of any written reports made to the Police or external bodies about the matter,
- (c) if the allegation includes claims of inappropriate online activity, any digital copies of correspondence between the student and the person or staff member who is the subject of the allegation.

4 Working with Children Check (Blue Card) Documentation

It is the responsibility of the Human Resources Officer to verify and monitor the Blue Card (WCCC) clearance status of all staff members.

The following information for all staff members who are required to hold a Blue Card (WCCC) clearance is recorded electronically in a consolidated register, which is updated regularly:

- (a) first name
- (b) family name

- (c) Blue Card (WCCC) Check Application Receipt Number
- (d) Blue Card (WCCC) Check Card Number
- (e) Blue Card (WCCC) clearance expiry date
- (f) notices sent by Blue Card (WCCC) Services
- (g) notices provided by the worker.

The School also maintains records (electronic or hard copy format) of relevant volunteers who are required to hold a Blue Card (WCCC) clearance including:

- (a) first name
- (b) family name
- (c) Blue Card (WCCC) Check Application Receipt Number
- (d) Blue Card (WCCC) Check Card Number
- (e) Blue Card (WCCC) clearance expiry date
- (f) secondary form of photo identification
- (g) notices sent by Blue Card (WCCC) Services.

The School maintains the Blue Card (WCCC) (WWCC) registers and other Blue Card (WCCC) documentation indefinitely.

2 Records of Teacher Registration and QCT Notifications

The School maintains a register of the registration status of all teachers at the School. This register includes:

- (a) full name
- (b) registration number
- (c) the QCT category of registration
- (d) the expiry and renewal date
- (e) a record of the date and type of any notifications made to the Queensland College of Teachers (**QCT**) by the School about a registered teacher.

It is the responsibility of the Human Resources Officer to ensure that the register of teachers is maintained up to date with relevant notifications.

3 Reportable Conduct Records

When a reportable allegation is made, the School must document certain information throughout the Reportable Conduct process:

- (a) the concern or allegation
- (b) the School's initial response to the person making the allegation, the alleged victim(s) and the employee who is the subject of the allegation

- (c) any communication with the Police or other authorities
- (d) the Investigation Plan, detailing how the investigation is to be carried out
- (e) the risk assessment conducted by the Principal.
- (f) all interviews including details of questions and responses. Details should also include the location of the interview, who was present and start and finish times
- (g) any decision made, both during and at the conclusion of the investigation, including the person making the decision's rationale, the position and name of the person making the decision and the date that the decision was made
- (h) any personal contact, discussions or emails with anyone about the matter (including dates, details of discussions, questions, advice, outcomes, the name of the person making the contact, details of their position and where appropriate, the reason for the contact)
- (i) the Investigation Report
- (j) the final report for the QFCC that sets out details of the findings in relation to each allegation and the reasons for the findings, the final risk assessment which includes any final decision about the employee and the factors that have been considered and any subsequent action that is to be or has been taken.

All records created in accordance with the Reportable Conduct Scheme, including all allegations, outcomes of internal investigations and decisions to make or not make a report to the QFCC are maintained by the Principal.

The School keeps these records in a file that is separate to the employee's personnel file and retains them indefinitely.

4 Record Keeping About Information Sharing

The School must record the following information when sharing, or responding to a request to share, information about the safety, welfare and wellbeing of a student (Information):

- (a) who requested the Information and the date of the request (if any)
- (b) who shared the Information
- (c) why the Information was shared (e.g. whether it was shared pursuant to a statutory or other legal obligation)
- (d) who the Information was shared with
- (e) whether informed consent was sought from, and if so whether it was provided by, the student and/or their parent/carer
- (f) the approval of the Principal's to share the Information
- (g) the date that the Information was shared.

Whenever a request for Information is made to the School or the School otherwise shares Information, the person managing the Information sharing request or disclosure must record the above information in the [Sharing Information](#)

Completed forms must be attached to the Information Sharing Scheme ROC which must be completed by a Student Safety Officer.

5 Other Student Safety Human Resources Management Records

It is the responsibility of the Human Resources Officer to record and maintain (electronically or hard copy format) all records relating to student safe human resources management, including records in relation to:

- (a) recruitment
- (b) screening and suitability assessment
- (c) supervision, performance monitoring and development
- (d) personnel files.

Through the School's Staff Learning System, the School creates and maintains electronic records of all student safety and wellbeing training completed by staff members.

The School maintains these records indefinitely.

6 Recording Other Student Safety and Wellbeing Actions

Section 33D of the *Civil Liability Act 2003* (Qld) imposes a duty of care on the School, as a child-related organisation, schools to take reasonable precautions to:

- (a) take all reasonable steps to prevent the abuse of a child by a person associated with the institution while the child is under the care, supervision, control or authority of the institution.

If a victim of physical or sexual abuse alleged to have occurred at the School or to have involved staff brings a negligence claim against the School, a court will presume that the School breached its duty of care unless the School can prove that it took reasonable precautions to prevent the abuse.

Whether or not the School took reasonable precautions will be assessed by the court in accordance with considerations set out in the Wrongs Act and case law.

It is critical that the School maintains accurate and comprehensive records not only of student safety and wellbeing incidents and concerns involving staff, but also of:

- (b) actions taken in response (including systemic reviews and resulting improvements);
- (c) biennial reviews of and improvements to the School's student safety and wellbeing policies, procedures, work systems and strategies,

as these could be required as evidence in relation to possible future negligence claims against the School for damages in respect of student physical or sexual abuse.

The following records may assist in demonstrating reasonable precautions taken by the School to prevent the physical or sexual abuse of its students:

- (d) records that document actions taken by the School in response to specific student safety and wellbeing incidents and concerns (refer to the Student Safety and Wellbeing – Raising and Responding to Concerns Policy, above);
- (e) records that document the implementation of the School's student safety and wellbeing risk management strategies;

- (f) records that document reviews and improvements of our student safety policies, procedures, work practices and systems;
- (g) records that document the student safety and wellbeing training provided to and completed by staff members.