



**HILLS INTERNATIONAL COLLEGE
CHILD PROTECTION POLICY
Child Risk Management Strategy
and Further Information**

Purpose:	The purpose of this policy is to provide written processes about – (a) how Hills International College (the school) will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of Hills International College staff and students to comply with accreditation requirements.	
Scope:	Students and their families, guardians and carers of students, employees, contractors, volunteers, external providers (for example allied health practitioners, tutors and coaches not directly employed by the College) persons associated with the College in accordance with a visa, people undertaking work experience or vocational placements at Hills International College (collectively hereinafter referred to as the “College Community”)	
Status:	v5	Supersedes: v4
Approved By	Chairman of the Governing Body	Date Approved: 21 May 2025
References:	<ul style="list-style-type: none"> • Child Protection Regulation 2023 • Child Protection Act 1999 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2020 (Qld) • Criminal Code Act 1899 (sections 229BB and 229BC) 	
Review Date:	Annually	Next Review Date: May 2026

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.
 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.
- Principal means the Hills International College ("College") Principal
 - Workers means College employees, volunteers, contractors, external providers, work experience and practicum and placement persons and persons on visas undertaking special programmes and the like
 - Staff Member means workers as defined in these definitions
 - Chief Executive means the Chief Executive of the Department of Child Safety, Seniors, and Disability Services (or another department administering the Child Protection Act 1999).

Contact Details for the Chief Executive

Department of Child Safety Southeast (Logan, Gold Coast and Bayside) Business

Hours - Phone: 1300 679 849

After Hours/Weekends - contact the Child Safety After Hours Service Centre on phone free call 1800 177 135 (Queensland only).

Beaudesert Child Safety Service Centre

Address: Shop 12-181 Telemon Street, Beaudesert Qld 4285

Postal address: PO Box 738 Beaudesert Qld 4285
Phone: (07) 5542 4300

Beenleigh Child Safety Service Centre

Address: Ground level 100 George Street, Beenleigh Qld 4207

Postal address: PO Box 247 Beenleigh Qld 4207

Phone: (07) 3094 7000

Browns Plains Child Safety Service Centre

Address: Shop 3-4/486 Browns Plains Road, Berrinba Qld 4117

Postal address: PO Box 250 Browns Plains Qld 4118

Phone: 07) 3094 7200

Contact Details for Hills International College Child Protection Officers

Ben Pope

ben.pope@hills.qld.edu.au

Mandy Comerford

mandy.comerford@hills.qld.edu.au

105-111 Johanna St,
Jimboomba Qld, 4280, Australia

T: +61 7 5546 0667

Contact Details for Hills International College Directors of the Governing Body

105-111 Johanna St,
Jimboomba Qld, 4280, Australia
T: +61 7 5546 0667

Please contact the school reception and a direct email address and contact number will be provided.

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

Section 13A of the Child Protection Act 1999 permits any person to inform the Chief Executive if the person reasonably suspects a child may be in need of protection (see definition above). The information given may include anything the person considers relevant to the person's suspicion.

When the school receives any information alleging 'harm'¹ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly to minimise any likely harm to the extent it reasonably can. The steps taken by the School will be in accordance with this Policy and the Child Risk Management Strategy (below).

Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

Conduct of Workers

All workers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Workers must not cause harm to students².

Students Reporting Inappropriate Behaviour by Workers

If a student considers the behaviour of a worker to be inappropriate, the student should report the behaviour to³:

- Senior Child Protection Officer - Mr Ben Pope
 - Child Protection Officer – Mrs Mandy Comerford
 - A Hills College employee that they trust

¹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7); the definition of 'harm' for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld) ² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(3)

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 director of the school's governing body⁴. Reports will be dealt with under the school's Complaints Handling Policy.

Reporting Sexual Abuse⁵

Section 366 of the Education (General Provisions) Act 2006 states that if a staff member (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 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 first person 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 making the report is the principal, 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 director of the school's governing body immediately.

A report under this section must include the following particulars:

- a) the name of the person giving the report (the first person).
- b) the student's name and sex
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person.
- d) details of the abuse or suspected abuse.
- e) any of the following information of which the first person is aware:
 - i. the student's age.
 - ii. the identity of the person who has sexually abused, or is suspected to have sexually abused, the student.
 - iii. the identity of anyone else who may have information about the abuse or suspected abuse⁶.

Reporting Likely Sexual Abuse⁷

Section 366A of the Education (General Provisions) Act 2006 states that if a staff member (the first person) 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.

⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

⁵ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

⁶ Education (General Provisions) Regulation 2017 (Qld) s.68

⁷ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

- 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 first person 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 abuse⁸.

Reporting Physical and Sexual Abuse ⁹

Under Section 13E (3) of the Child Protection Act 1999, if a doctor, a registered nurse, a teacher, or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report. A reportable suspicion about a child is a reasonable suspicion that the child:

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

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive. The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the principal.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹¹;
- b) the child's name, age, and sex descriptor¹⁰
- c) details of how to contact the child (for example the address at which the child usually lives and/or the name and address of the school the child attends)

⁸ Education (General Provisions) Regulation 2017 (Qld) s.69

⁹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d) ¹¹
Child Protection Act 1999 s.13G (2)(a)

¹⁰ Child Protection Regulation 2023 Part 2 s.4 "Information to be included in reports"

- 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 relates¹¹.

Responsibilities under Criminal Code Act 1899 (Qld)

The Criminal Code Act 1899 includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature committed against a child. This would include, for example, indecent treatment of a child, carnal knowledge with or of a child, rape, incest, grooming a child, making child exploitation material or maintaining a sexual relationship with a child.

Failure to Report¹²

Section 229BC requires every adult (including students aged 18 years or older) to make a report to police in certain circumstances. Where an adult gains information that causes them to believe on reasonable grounds, or ought reasonably to cause them to believe, that a child sexual offence is being or has been committed against a child by another adult; and at the relevant time, the child is or was—

- under 16 years; or
- a person with an impairment of the mind.

then the adult must report the information to Police as soon as reasonably practicable.

Failure to make a report, without a reasonable excuse, is a criminal offence. A reasonable excuse not to make a report under the Criminal Code Act 1899 includes that a report has already been made under the Education (General Provisions) Act 2006 (reporting sexual abuse or likely sexual abuse) and the Child Protection Act 1999 (reporting significant harm or risk of significant harm) as per this policy. [Failure to Protect¹³](#)

S229BB of the Codes requires all adults associated with the College who have the power or responsibility to reduce or remove the risk that another adult will commit a sexual offence in relation to child must take reasonable steps to protect the children in their care from a child sexual offence where –

- the child is either under 16 years; or
- is a person with an impairment of the mind.

A failure to protect (whether willful or negligent) is an offence.

¹¹ See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports."*

¹² *Criminal Code Act 1899 (Qld) s.229BC*

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

Awareness

The school will inform staff, students and parents/carers of its processes relating to the health, safety and conduct of staff and students and it will publish these processes on its website¹⁴.

Specific information is provided via:

Everyone – The Child Protection Policy and Child Risk Management Strategy; Complaints Handling Policy, Behaviour Management Policy, College Community Code of Conduct, Staff and Student Professional Standards Policy – is on the College website.

Staff - see below "Employee Training"

Students – Student Diary (Child Protection Policy excerpt and Behaviour Management Policy excerpt); wellbeing lessons; targeted seminars; PowerPoint presentations

Parents and Families – Information evenings; Student Diary, School Newsletter (Hills Times)

Volunteers– Volunteer Handbook and Code of Conduct

Contractors and External Providers – Contractor/External Provider Handbook and Code of Conduct

Work Experience and Prac/Placement persons, persons on visas at the School are included in Employee Training below.

Accessibility of Processes

Processes relating to the health, safety and conduct of workers and students are accessible on the school website and will be available on request from the school administration¹⁷.

Employee Training

The school will train its employees in processes relating to the health, safety and conduct of employees and students on their induction and will refresh training annually¹⁵.

Child Protection, Child Risk Management, and Child Safety training is provided via the school's online software training modules.

Successful completion of training modules is logged and checked, and records of training are maintained in the software package.

Further training is provided throughout the school year during meetings, induction and recruitment, and when during reviews of any reports of child safety incidents or concerns.

Training provided covers all relevant aspects of Child Protection, Child Safety, and related legislation, including (but not limited to):

- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2017
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
- Child Protection Act 1999
- Child Protection Regulation 2023 (Qld)
- College policies and procedures

¹⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)

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

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

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 annually¹⁶.

Complaints Procedure

Concerns about possible non-compliance with the school's processes may be submitted as complaints under our Complaints Handling Policy¹⁷, available on the College website. The School's website has a form specifically for reporting compliance concerns.

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

¹⁷ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

Child Risk Management Strategy

1. Statement of Commitment

Hills International College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.¹⁸ In practice, Hills International College is committed to acting in accordance with the Working with Children (Risk Management and Screening) Act 2000 (Qld) ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

2. Code of Conduct

At Hills International College, we expect our College Community to conduct themselves as follows:

The College Community is expected to always behave in ways that promote the safety, welfare, and well-being of our students. The College Community must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities for workers include:

- Workers should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, workers must exercise caution to ensure that the contact is appropriate and acceptable. Workers must always advise the student of what they intend doing and seek their consent.
- Workers must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Workers must not have a romantic or sexual relationship with a student.

Specific code of conduct requirements for students and workers are outlined in the Hills International College Community Code of Conduct and the Hills International College Staff and Student Professional Boundaries¹⁹

This commitment is evidence of Hills International College's fulfilment of the requirements of Schedule 1 s.2(2).

3. Recruitment, Selection, Training and Management Procedures²⁰.

Hills International College is committed to recruiting, selecting, training, and managing workers in such a way that limits risks to students. Hills International College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from workers via:
 - Accurate position descriptions for employees, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue _____ Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates'

¹⁸ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(1)

¹⁹ Education (Accreditation of Non-State Schools) Regulation 2017 s.16(1)(b)

²⁰ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(3)

eligibility to engage in activities including children. ○ A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description. ○ A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.

- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - Management processes that are consistent, fair, and supportive.
 - Performance management processes to help employees to improve their performance in a positive manner.
 - Supportive processes for employees when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - Training new and existing employees on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures
 - identifying, assessing, and minimising risks to students
 - handling a disclosure or suspicion of harm to a child.
 - Keeping a record of the training provided to employees.
 - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.
 - Onboarding and training for all workers other than employees that may include a combination of any of the following:
 - Pre engagement due diligence such as qualifications, licences and permits
 - Written agreements about engagement including evidence of working with children authorities as required by the Working With Children (Risk Management and Screening) Act 2020 and Regulation 2020
 - Online training about Child Safety and Work Health and Safety
 - Printed material about Child Safety and Work Health and Safety
 - Orientation and Walkarounds
 - Codes of Conduct
 - Checklists and Quizzes
 - Any other form of onboarding and training adopted from time to time
- This commitment is evidence of Hills International College's fulfilment of the requirements of Schedule 1 s.2(3).

4. Handling Disclosures or Suspicions of Harm²¹

Any of the types of concerns or reports below should be reported and managed under the Hills International College Child Protection Policy (above) and the Child Risk Management Strategy as follows:

- any College Community member who is concerned about harm to a child or that that the child may be in need of protection
- all workers with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse

²¹ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(4)
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- all employees who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, the College Community should use the Report of Child Safety Incident/Concern Form on the College website. If this form is not used, the College Community Member must report the disclosure or suspicion to a Hills College Child Protection Officer. The Child Protection Officer will request information about the concern in line with the Child Protection Policy.

The Child Protection Officers will refer the person to make external reports as per the Child Protection Policy (if not already done).

The Principal or a Director of the Governing Body will make reports to a police officer in accordance with the Child Protection Policy above. The Principal will make a report to a Director of the Governing Body in accordance with the Child Protection Policy above.

Furthermore, and in accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the Principal of Hills International College will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section, or the Child Protection Policy will fulfill the reporting obligations of all adults under the Criminal Code Act 1899.

This commitment is evidence of Hills International College's fulfilment of the requirements of Schedule 1 s.2(4).

5. Managing Breaches of this Child Risk Management Strategy²²

Hills International College is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy and Child Risk Management Strategy, College Community Code of Conduct, Complaints Handling Policy and the Hills International College Collective Agreement 2020 (or a replacement agreement).

Hills International College has implemented a notification form on the College website and the intranet to enable the College Community to report concerns about breaches of compliance, including about this Child Risk Management Strategy. This notification is received and actioned by the Hills International College Compliance Officer.

This is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

6 Implementing and Reviewing the Child Risk Management Strategy²³

This Strategy in its entirety and its related policies are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Hills International College's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

²² Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(5)

²³ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(6) (a)

²⁷ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(6) (b)

7 Blue Card Policies and Procedures²⁷

Hills International College is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of workers in such a way that limits risks to children. Hills International College will:

- Require relevant prospective or current workers to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with Hills International College's position descriptions (employees) and relevant legislation prior to the commencement of their engagement.
 - Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
 - Have all relevant prospective workers engaging in Restricted Employment make written declaration:
 - (1) that they are not a restricted person and
 - (2) they have not worked more than 7 days at the college since 1 January including the day they are signing in to campus, prior to commencing their engagement
 - Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
 - Link and unlink individuals as they commence and conclude their engagement with the school.
 - Ensure relevant positions at the School be responsible for managing the working with child screening process and all related documentation and records.
 - Keep written records of all the above actions, decisions, and outcomes, including the dates of expiry for working with children authority.
 - Ensure that all information in relation to working with children authority is kept confidential.
 - Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
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- Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.
 - Ensuring that the College has appropriate procedures to ensure –
 - awareness of who is on the school premises, for what reason, at what times, and where the person is located
 - that staff avoid, where possible, situations where they are alone with a child
 - that workers do not engage with students unless as necessary and in compliance with college codes of conduct
 - that workers sign personal agreements to comply with college policies, procedures, and codes of conduct, and/or undergo child protection training

This commitment is evidence of Hills International College's fulfilment of the requirements of Schedule 1 s.2(6)(b).

High Risk Management Plans²⁴

²⁴ *Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(7)*
Child Protection Policy May 2025

Hills International College is committed to identifying risks, assessing risks, eliminating, and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. Hills International College will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of Hills International College's fulfilment of the requirements of Schedule 1 s.2(7).

Strategies of Communication and Support²⁵

Hills International College's commitment to making this Child Risk Management Strategy available to the College Community via our website, and our College intranet and in training and information sessions is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

Hills International College is committed to training workers in relation to risks to students and will conduct this training regularly via annual formal training modules, informal updates at meetings and regular discussions between managers and workers, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

Responsibilities

Hills International College is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

Each Member of the College Community is responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Hills International College is committed to the annual review of this Strategy. Hills International College will also record, monitor, and report to the school board, and the Senior Executive Team regarding any breaches of the Strategy.

In addition, Hills International College is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- Hills International College Complaints Handling Policy
- Hills International College – College Community Code of Conduct
- Hills International College Reporting a Child Safety Incident/Concern Form
- Hills International College Staff and Student Professional Boundaries Policy and Code of Conduct
- [Developmental-and-Harmful-Sexual-Behaviour-Continuum-at-a-Glance.pdf \(health.qld.gov.au\)](https://www.health.qld.gov.au/developmental-and-harmful-sexual-behaviour-continuum-at-a-glance.pdf)

Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Child Safety, Seniors and Disability Services [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

²⁵ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(8) (a) and (b)
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Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal or director of governing body through to police immediately	EGPA sections 366 and 366A
The Principal	Sexual	Where the Principal is the first person to become aware of or reasonably suspect: <ul style="list-style-type: none"> Sexually abuse; or likely sexually abuse 	Principal must give a written report about the abuse or suspected abuse to a police officer immediately; and must also immediately give a copy of their report to a director of the school's governing body	EGPA Sections 366 and 366A
Teacher	Sexual and physical	Significant harm; & 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, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation 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 Section 13B (2)
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Section 13B
Employing authority (Principal/ Governing Body)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A

Any adult including an 18-yearold student	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC
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Further Information for our Students and Parents provided in the Student Planners and information sessions for parents, carers and guardians.

Child Protection at Hills International College

Hills International College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare, and best interests of the children at Hills will always be a primary consideration.

We expect our students to show respect to our College Community and to comply with safe practices and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What do we mean by harm?

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 self-harm; or (b) sexual abuse or exploitation.
3. Harm can be caused by—
 - (a) a single act, omission, or circumstance; or
 - (b) a series or combination of acts, omissions, or circumstances.

How do we protect students from harm?

Hills International College has a comprehensive Child Protection Policy and Child Risk Management Strategy, which cover the actions to be taken if a member of the College Community becomes aware

or reasonably suspects that harm has been done to a student of the College by other staff, people outside the College or by other students.

What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Principal or a director of the governing body, or to a Hills College Child Protection Officer who will refer you to the required next steps.

The Hills College Report a Child Safety Incident/Concern Report form is available on the College website and will notify the Child Protection team immediately once submitted.

Hills International College has appointed Ben Pope as the College's Senior Child Protection Officer. The Senior Child Protection Officer has an important role in the promotion and maintenance of our child protection culture at the College.

Contact details for the Child Protection Officers are

- Ben Pope is contactable by phone on (07) 5546 0667 or by emailing ben.pope@hills.qld.edu.au
- Mandy Comerford is contactable by phone on (07) 5546 0667 or emailing mandy.comerford@hills.qld.edu.au

What will happen next?

Once you have made a report, the Child Protection team may contact you for further information in line with the Child Protection Policy.

What will the Principal or the Hills College Governing Body do?

If the Principal or the governing body receives a report of harm or suspected harm to a student of the College; and they become aware of the harm having been caused or reasonably suspects the harm to have been caused, a report made in line with the reporting processes outlined in the Summary of Reporting Harm table in Child Risk Management Strategy. If the harm being considered is related to sexual abuse, and/or or physical abuse, it will be reported to a director of the governing body and police and/or Child Safety, as required, in line with mandatory reporting requirements under the Education (General Provisions) Act 2006 or the Child Protection Act 1999.

Please see the Child Protection Policy for more information about mandatory reports.

What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be available to the Principal, the Hills College Child Protection team and those directly involved. The school's governing body may also need to be informed. It is the College's policy that confidentiality between the College and parents will be respected as much as possible and any concerns raised by parents will not adversely affect their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since its legal obligations and internal policies will require disclosing certain information to appropriate persons.

Any action, which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College. [How will the College help my child?](#)

You are referred to the College's Child Protection Policy and Child Risk Management Strategy for more detailed information. In short, the Principal will ensure that the following actions are taken to reduce the chance of harm occurring:

- in the case of sexual abuse, suspected sexual abuse, likely sexual abuse, and physical abuse reports will be made to the police and/or the Chief Executive in accordance with its legislative obligations.
- ensure that workers at the College understand and are trained in their obligations under this Policy for reporting abuse.
- ensure that there is an acceptable reference for each staff member employed at the College
- ensure that workers at the College who are required to do so have a current Blue Card.

If the Principal and/or a director of the governing body receives a report of harm to your child, the Hills College Child Protection team will support the child by:

- responding rapidly and diligently to the report.
- reassuring the student.
- protecting the child's confidentiality as much as possible.
- offering continuous support; and
- providing counselling if requested

[What should I do if I have a complaint about how a report about a child safety incident/concern has been handled?](#)

If you have a complaint relating to how our staff have managed a report about a child safety incident/concern, please immediately address this with us by following the procedures for making a complaint outlined in the Hills International College Complaints Handling Policy available on our Website ("About us" > 'Documents'). You can commence a complaint by completing the online form "Reporting a Compliance Concern" in the "Contact us" section of the College website.

[What if I require more information?](#)

The College's complete Child Protection Policy and Child Risk Management Strategy is available on the College Website ("About Us" > "Documents"). Parents and students may have access to this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.