



CONCERN OF HARM OR ABUSE REPORT

1. FIRST PERSON TO COMPLETE

Any person (staff or community member) (the 'First Person') who becomes aware or reasonably suspects that harm has been caused or likely to be caused by anyone to a student of Ormiston College must immediately complete Step 1 of this form and immediately give it to the Headmaster (or in their absence, their delegate) school. The First Person must keep a written record of their actions taken.

Refer to the **Reporting Concerns of Harm and Abuse Policy** for a detailed explanation of your obligations.

SCHOOL DETAILS

NAME:	ORMISTON COLLEGE
ADDRESS:	97 DUNDAS STREET WEST, ORMISTON QLD 4160
TELEPHONE No.:	07 3821 8999

PERSON COMPLETING THIS FORM (First Person)

NAME:			
POSITION:			
CONTACT No.:		EMAIL:	

DETAILS OF AFFECTED CHILD/STUDENT

FIRST NAME:		SURNAME:	
PREFERRED NAME:		DATE OF BIRTH:	
SEX/SEX DESCRIPTOR:		AGE:	YEAR LEVEL:
ADDRESS:			
TELEPHONE No.:			
CULTURAL BACKGROUND:			

Does the child/student identify as Aboriginal and/or Torres Strait Islander?	YES	NO	UNSURE
Does the child/student have a disability as per NCCD?	YES	NO	UNSURE
If yes, what is the disability category?			

TYPE OF CONCERN (multiple selections possible)

Sexual abuse or likely sexual abuse	Neglect
Physical abuse	Unsure
Emotional/psychological abuse	

WHEN FIRST AWARE OF CONCERN

Date and time you were first aware of the concern?	
Source of information:	
Is there anyone else with information about the concern?	YES NO UNSURE
If yes, name and contact details	

DESCRIPTION OF CONCERN

Provide all information that has led to the concern. Include as relevant: time and date of incident(s); location of incident; additional details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury (eg. location, shape, size, colour); immediate and ongoing safety concerns; any disclosures by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Additional information provided as an attachment:

YES (Number of pages attached:)

NO

PARENT/GUARDIAN/CAREGIVER DETAILS				
NAME OF PARENT/GUARDIAN/CAREGIVER 1:				
RELATIONSHIP TO STUDENT:				
ADDRESS (if different from student):				
TELEPHONE No.:				
NAME OF PARENT/GUARDIAN/CAREGIVER 2:				
RELATIONSHIP TO STUDENT:				
ADDRESS (if different from student):				
TELEPHONE No.:				
Is the student in Out of Home Care?		YES	NO	UNSURE
Are there any Family Court or Domestic Violence Orders in place?		YES	NO	UNSURE
SOURCE OF CONCERN <i>Details of person believed to have caused the harm</i>				
FIRST NAME:				
SURNAME:				
SEX/SEX DESCRIPTOR:				
APPROXIMATE AGE:				
TELEPHONE No.:				
RELATIONSHIP TO STUDENT:				
CONFIRMATION				
<p>I confirm that the details above are correct to the best of my knowledge.</p> <p>I agree to maintain the confidentiality of all persons involved.</p> <p>I understand that the information in this report will be acted upon and resolved in accordance with the Reporting of Concerns of Harm and Abuse Policy and legal requirements.</p>				
SIGNATURE:				
DATE:				

2. HEADMASTER/DELEGATE TO COMPLETE			
NAME:			
POSITION:			
CONTACT No:		EMAIL:	
REPORTING CONSIDERATIONS <i>Based on the concerns, the following actions will be taken:</i>			
Do the concerns require a mandatory report of sexual abuse, suspected sexual abuse or likely sexual abuse to a police officer under sections 366 or 366A of the <i>Education (General Provisions) Act 2006</i> ?	YES	NO	The student was not subjected to sexual abuse, suspected sexual abuse or likely sexual abuse by another person as defined in section 364 of the <i>Education (General Provisions) Act 2006</i> .
Do the concerns require a mandatory report of a reportable suspicion to the department responsible for child safety (sexual abuse or physical abuse) under section 13E of the <i>Child Protection Act 1999</i> ?	YES	NO	The concern is not a reportable suspicion under section 13E (2) of the <i>Child Protection Act 1999 (Qld)</i> because: the child has not suffered, is not suffering, and is not at unacceptable risk of suffering significant harm caused by physical or sexual abuse, and/or the child has a parent able and willing to protect the child from the harm.

Do the concerns require a report of a reasonable suspicion that a child may be in need of protection caused by emotional/psychological abuse or neglect to the department responsible for child safety under section 13A of the <i>Child Protection Act 1999</i> .	YES	NO The concern is not a reasonable suspicion that a child may be in need of protection under section 10 of the <i>Child Protection Act 2001</i> because: the child has not suffered significant harm, is not suffering significant harm, and is not at unacceptable risk of suffering significant harm, and/or the child has a parent able and willing to protect the child from the harm.
If neither a report to a police officer or the department responsible for child safety is made, record a brief rationale here.		
Do the concerns indicate that a referral to Family and Child Connect may be beneficial?	YES – with consent YES – without consent (Headmaster only)	
REPORTING RECORD		
Report to a Police Officer		
This report was immediately given by the Headmaster to a Police Officer.	YES	NOT REQUIRED
Name of Police Officer:		
Region:		
Email Address:		
Email record on file (incl. proof of receipt)	YES	N/A
Report to the Department responsible for Child Safety		
This report was immediately provided to the relevant Regional Intake Service of the department responsible for child safety (email addresses provided in Policy).	YES	NOT REQUIRED
Name of person submitting the report		
Lodged email record on file (incl. proof of receipt)	YES	N/A
Report to Governing Body (if required)		
This report was provided to the Chairman of the Board of Directors of Ormiston College	YES	NO
Name of person submitting the report		
Lodged email record on file (incl. proof of receipt)	YES	N/A
Report to Family and Child Connect		
The family involved was referred to Family and Child Connect.	YES	NOT RELEVANT
Name of person making the referral		
Referral record on file	YES	N/A

TIMELINE to establish a clear compliance audit trail, complete the timeline below

Date & time the First Person became aware of the concern?	
Date & time the First Person submitted this report to the Headmaster?	
If relevant, date & time the Headmaster submitted this report to a Police Officer?	
If relevant, date & time the Headmaster submitted this report to the Department responsible for child safety?	
Date & time the Headmaster submitted this report to the Governing Body?	
Date & time the Headmaster notified the First Person that the matter was reported to Police	

CONFIRMATION

I confirm that the concerns have been acted on in accordance with the Concerns of Harm and Abuse Policy, the *Education (General Provisions) Act 2006* and the *Education (Accreditation on Non State Schools) Regulation 2017*.

Headmaster Signature:		Date:	Time:
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