

Child Protection Policy

Reviewed: 11th November 2025

Preamble

1.1. Purpose

The purpose of this policy is to provide a policy as part of Pacific Lutheran College’s written processes about how the school will respond to harm, or allegations of harm, to students under 18 years old, and the appropriate conduct of the school’s staff and students, to comply with accreditation requirements and the relevant legislation listed below.

1.2. Scope

Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Pacific Lutheran College and covers information about the reporting of harm and abuse.

Status:	Approved	Date of Approval: 8 May 2018
Approved by:	College Council Chairperson	
References: Legislation	<ul style="list-style-type: none"> • 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) Regulation 2020 (Qld) • Criminal Code Act 1899 (Qld) (sections 229BB and 229BC) • Child Protection Regulation 2023 (Qld) 	
Related School Policies / Procedures	<ul style="list-style-type: none"> • Pacific Lutheran College Grievance Policy and Procedures • Pacific Lutheran College Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) • Pacific Lutheran College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld)) • Pacific Lutheran College Report of Suspected Harm or Sexual Abuse Form • Pacific Lutheran College Staffing Policy • Pacific Lutheran College Building a Culture of Respect Policy and Procedures • Pacific Lutheran College Social Media Policy for Parents 	
Review Date:	10/03/20, 08/09/20, 18/01/21, 8/02/22, 14/2/23, 13/2/24, 13/8/24, 11/2/25, 24/2/25, 11/11/25	Next Review Date: January 2026
Policy Owner:	College Council	

Definitions

- **Section 8 of the *Child Protection Act 1999* - “Child”**, A child is an individual under 18 years.
- **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

Health and Safety

The school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

Responding to Reports of Harm

When the school receives any information alleging 'harm'¹ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.²

Consultation and Support in Responding to Child Protection Concerns

Engaging in consultation is a key part of responding to student safety and wellbeing concerns. Staff may confer, meaning formally consult and document agreed actions with appropriate colleagues such as the Principal or other leaders responsible for student wellbeing to determine whether a reasonable suspicion of abuse, harm, or inappropriate behaviour exists. Conferencing is encouraged to support informed decision-making but does not replace the obligation to report.

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)*

Staff must not confer with any colleague who may be involved in the concern, as this compromises impartiality. Under no circumstances should the source of concern or any person potentially involved be notified that a student protection concern has been raised.

Confidentiality is essential. Information must only be shared with relevant colleagues and only to the extent necessary to support student safety and uphold these processes.

Conferral may provide critical context, such as:

- Additional information about the child/student, family, or staff member;
- Clarification of whether harm is “significant”;
- Insight into whether a parent is able and willing to protect the student.

Staff are also encouraged to use decision-support tools such as the Queensland Child Protection Guide, and refer to:

- The Code of Conduct for guidance on inappropriate staff behaviour;
- Queensland College of Teachers resources on professional standards;
- Relevant materials documented contacts available.

Note: Conferral supports decision-making but does not remove the staff member’s legal obligation to report concerns as outlined in these Student Protection Processes.

Conduct of Staff and Students

All staff, contractors and volunteers must ensure that their behaviour towards, and relationships with students reflect proper standards of care for students. Staff, contractors, and volunteers must not cause harm to students³.

Reporting Inappropriate Behaviour ⁴

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

- Dr Bronwyn Dolling, Principal
- Ms Leigh Finter, Director of Student Engagement
- Mrs Kim Bonello, Director of Staff
- Mr Damian Davis, Head of Staff and Student Engagement Prep-Year 5
- Mr Brett Kersnovske, Head of Middle College Student Engagement
- Mr Nigel Farley, Head of Senior College Student Engagement
- Mrs Sue Zweck, Head of Teaching and Learning K-Year 5
- Mr Mark Hauser, College Chaplain
- Mr Brendan Macaulay, Head of Student Counselling

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the principal. Where the principal is the subject of the report of inappropriate behaviour, the staff member must inform [a](#) member of the school’s council⁵. Reports will be dealt with under the College’s Grievance Policy and Procedure.

³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and 16(3)

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

Reporting Sexual Abuse⁶

Section 366 of the *Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the school, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a kindergarten aged child registered in a kindergarten learning program at the school;
- c) a person with a disability who:-
 - i. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - ii. is not enrolled in the preparatory year at the school;

then the staff member must give a written report about the abuse or suspected abuse to the principal who must send a copy of the report to Queensland Police immediately. The principal must also send a copy of the report to the Executive Director⁷ of Lutheran Education Queensland (director@leq.lutheran.edu.au) immediately.

If the first responder who becomes aware or reasonably suspects sexual abuse is the school's principal, the principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to the Executive Director, Lutheran Education Queensland immediately.

A report under this section must include the following particulars:-

- a) the name of the person giving the report (the **first responder**);
- b) the student's name and sex
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;
- e) any of the following information of which the first person is aware:-
 - i. the student's age;
 - ii. the identity of the person who has abused, or is suspected to have abused, the student;
 - iii. the identity of anyone else who may have information about the abuse or suspected abuse⁸.

Reporting Likely Sexual Abuse ⁹

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the school, that any of the following is likely to be sexually abused by another person:-

- a) a student under 18 years attending the school;
- b) a kindergarten aged child registered in a kindergarten learning program at the school;
- c) a person with a disability who:-
 - i. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - ii. is not enrolled in the preparatory year at the school

⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

⁷ The Lutheran Church of Australia Queensland District has delegated its director's reporting function under s366 and 366A of the *Education (General Provisions) Act 2006* to the Executive Director, Lutheran Education Queensland in line with s 366B

⁸ *Education (General Provisions) Regulation 2017 (Qld) s.68*

⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

then the staff member must give a written report about the abuse or suspected abuse to the principal who must send a copy of the report to Queensland Police immediately. The principal must also send a copy of the report to the LEQ Executive Director immediately (director@leq.lutheran.edu.au)¹⁰.

If the first responder 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 the Executive Director, Lutheran Education Queensland immediately.

A report under this section must include the following particulars:-

- a) the name of the person giving the report (the **first responder**);
- 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 abuse¹¹.

Reporting Physical and Sexual Abuse¹²

Under Section 13E (3) of the *Child Protection Act* 1999, if a doctor, a registered nurse, a teacher or an early 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 harm¹³.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Families, Seniors & Disability Services and Child Safety. 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 suspicion¹⁴;
- b) the child's name and sex descriptor;
- c) the child's age;
- d) details of how to contact the child;
- e) details of the harm to which the reportable suspicion relates;
- f) 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;
- g) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹⁵.

¹⁰ The Lutheran Church of Australia Queensland District has delegated its director's reporting function under s366 and 366A of the Education (General Provisions) Act 2006 to the Executive Director, Lutheran Education Queensland in line with s 366B.

¹¹ *Education (General Provisions) Regulation 2017 (Qld) s.69*

¹² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(d)*

¹³ *Child Protection Act 1999 s.13GE(2)*

¹⁴ *Child Protection Act 1999 s.13G (2)(a)*

¹⁵ See *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"*

The written report may also be completed online through the Department of Families, Seniors & Disability Services and Child Safety utilising the Child Safety Services [online reporting form](#). A copy of the online report must be provided to the Principal and Executive Director of Lutheran Education Queensland.

Department of Families, Seniors & Disability Services and Child Safety Contact Details:

The Sunshine Coast and Central Queensland Intake Service can be contacted on 1300 703 762 during business hours (from 9am to 5pm Monday to Friday). Outside of these hours, the Child Safety After Hours Service Centre can be contacted on phone freecall 1800 177 135 (Queensland only).

Responsibilities under Criminal Code Act 1899 (Qld)

Failure to Report¹⁶

Under section 229BC of the *Criminal Code Act 1899*, all adults inclusive of parents/guardians, volunteers and students 18 years or older must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. 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 Protect¹⁷

Under section 229BB of the *Criminal Code Act 1899*, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

Accountable persons will commit an offence if:

- a) the adult knows there is a significant risk that another adult (the alleged offender) will commit a child sexual offence in relation to a child; and
- b) the alleged offender is associated with the college (or another institution) or is a regulated volunteer; and
- c) the child is under the care, supervision or control of the school; and
- d) the child is under 16 years or is a person with an impairment of the mind; and
- e) the adult has the power or responsibility to reduce or remove the risk; and
- f) the adult willfully or negligently fails to reduce or remove the risk.

If in doubt, always assume that a matter is reportable.

Awareness

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website¹⁸.

¹⁶ *Criminal Code Act 1899 (Qld) s.229BC*

¹⁷ *Criminal Code Act 1899 (Qld) s.229BB*

¹⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request in hard copy format from the school administration¹⁹.

Training

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually²⁰. A record of attendance by staff in induction training and annual refresher sessions will be maintained by the school.

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 annually²¹.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the College's Grievance Policy and Procedure.²²

Important Contact Details

Queensland Police Service	000 (in emergency) or Kawana Waters Police Station (07) 5413 8700
Child Safety After Hours Service Centre	1800 177 135 or (07) 3235 9999
Family and Child Connect	13 32 64 or at https://familychildconnect.org.au/
Queensland College of Teachers	(07) 3377 4777

Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- [Blue Card Services resources](#)

Appendices

- Appendix 1 – Summary of Reporting Harm
- Appendix 2 – Flowcharts (Reporting Sexual Abuse & Likely Sexual Abuse; Reporting Sexual Abuse & Likely Sexual Abuse where the first person is the Principal; Reporting Significant Harm to Department of Families, Seniors Disability Services and Child Safety)
- Appendix 3 – Report of Suspected Harm or Sexual Abuse Form

¹⁹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)

²⁰ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

²¹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

²² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)

Appendix 1

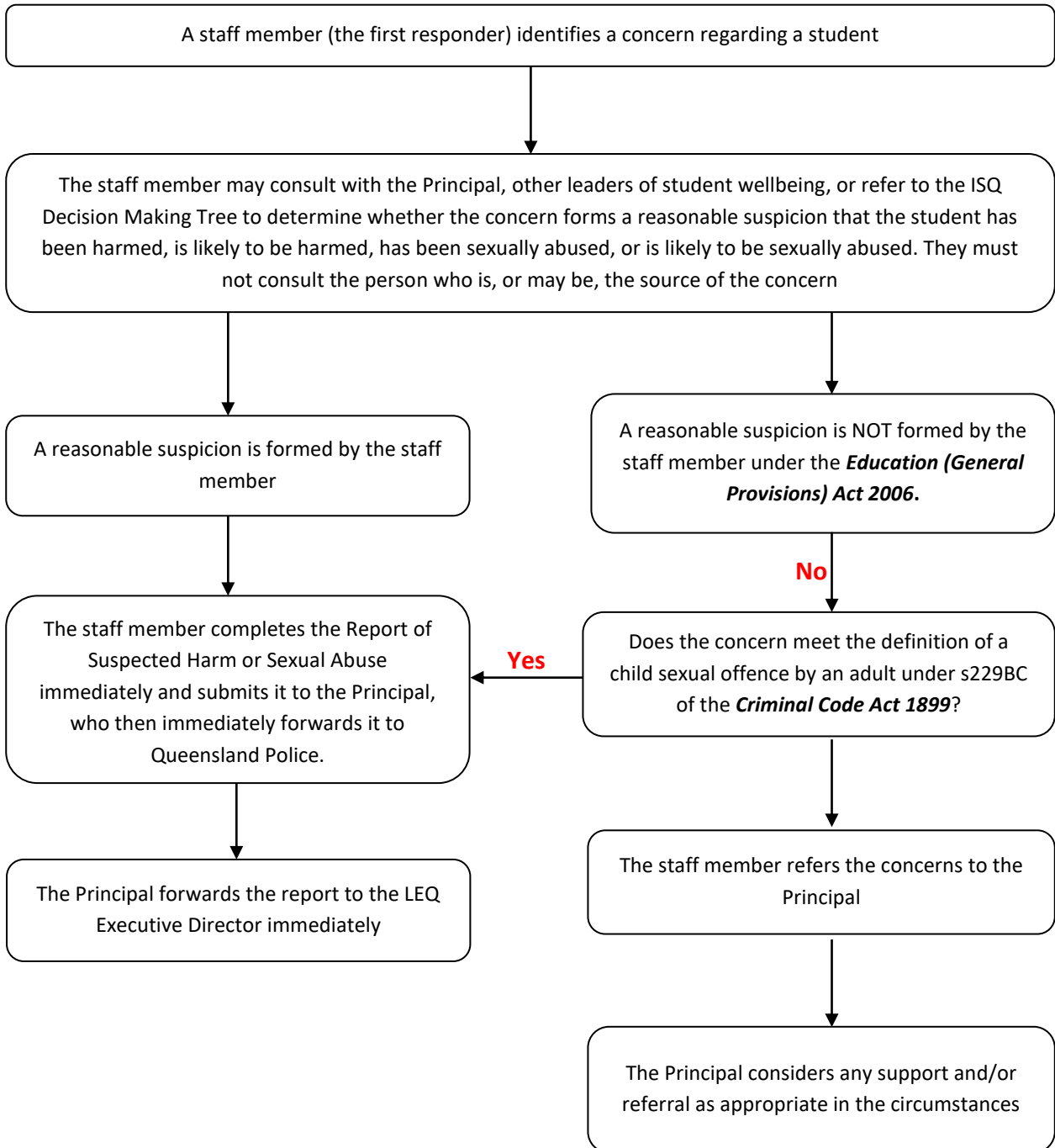
Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal sends copy to police immediately and copy to LEQ ED immediately	EGPA sections 366 and 366A
Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Police immediately and copy to LEQ ED immediately	EGPA sections 366 and 366A
Teacher / Nurse (if school has nurse)	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 Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	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 (includes students 18 years or older, parents/guardians and volunteers)	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

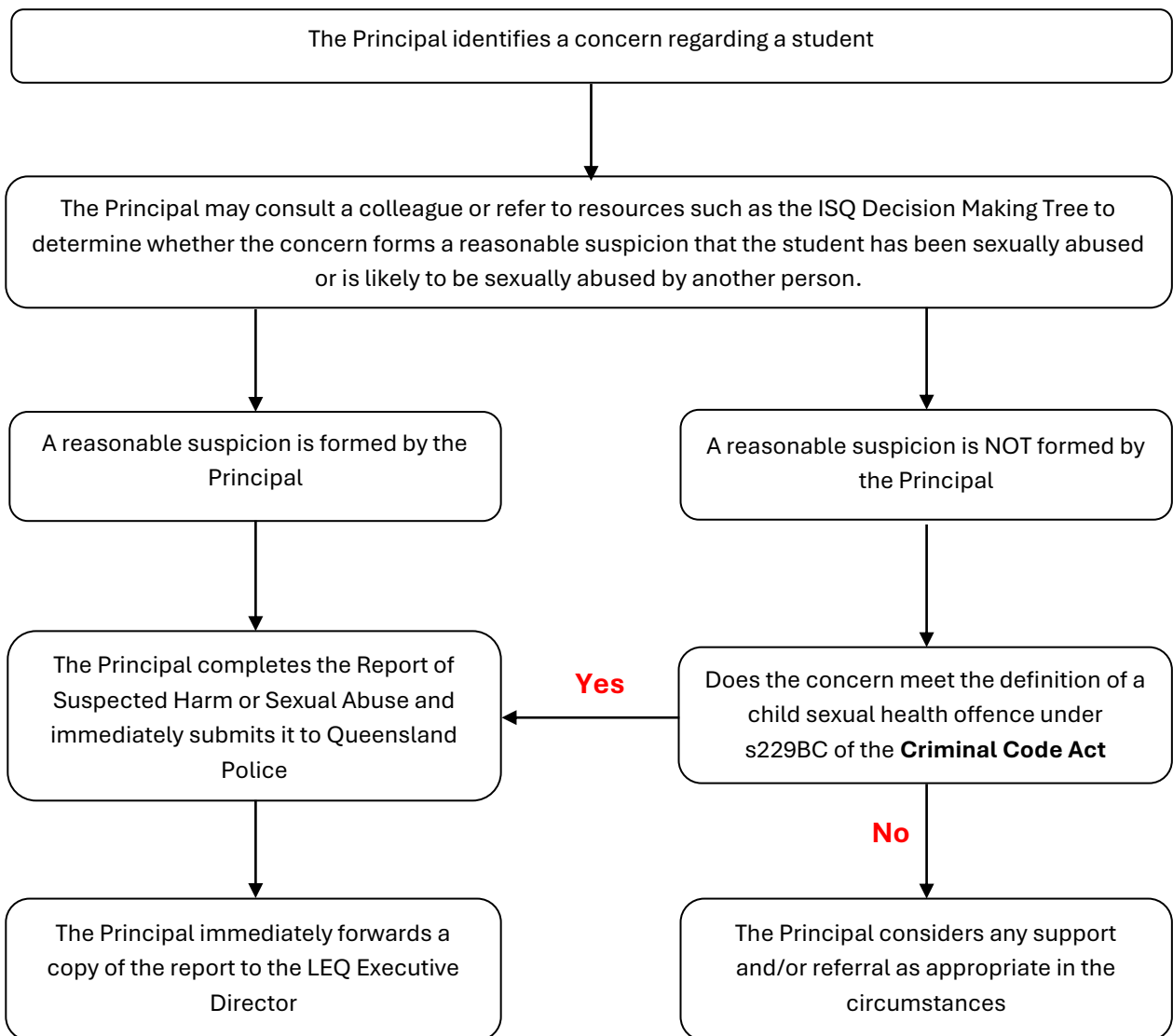
Appendix 2

Flowcharts

Flowchart 1: Reporting Sexual Abuse & Likely Sexual Abuse



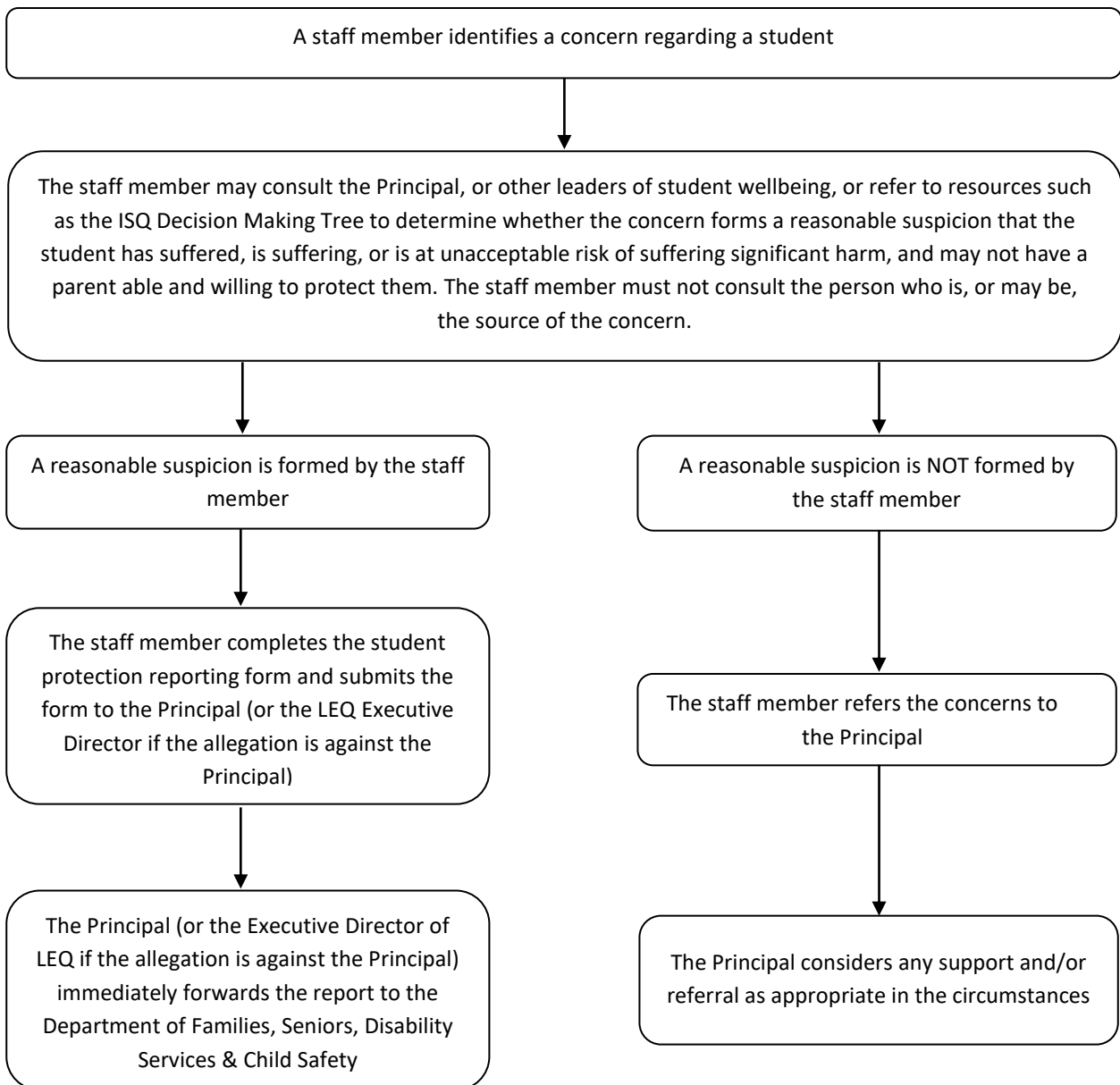
Flowchart 2: Reporting Sexual Abuse & Likely Sexual Abuse where the first person is the Principal



Important notice

If there is reasonable suspicion that the student has been sexually abused or is likely to be sexually abused and may not have a parent able and willing to protect them, the processes as outlined in Flowchart 3 must also be followed

Flowchart 3: Reporting Significant Harm to Department of Families, Seniors, Disability Services and Child Safety



Important notice
If there is a reasonable suspicion that the student has been sexually abused or is likely to be sexually abused by another person, then the processes as outlined in Flowchart 1 must also be followed, or Flowchart 2 if the first person is the Principal

Mandatory Responsibilities for Teachers
If the staff member is a teacher, and the reasonable suspicion is that the student has suffered, is suffering, or is at an unacceptable risk of significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect the student from the harm (a reportable suspicion under section 13E of the *Child Protection Act 1999*), the teacher is responsible, as a matter of urgency, to ensure that the report has been submitted to the Department responsible for Child Safety, unless they become aware, or reasonably suppose, that the matter has already been brought to the attention of the authorities.

If a teacher forms a reportable suspicion and is not able to progress a report through the process detailed in the Flowchart above, they are able to meet their mandatory reporting obligation through reporting directly to the Department responsible for Child Safety via the online reporting form: <https://secure.communities.qld.gov.au/cbir/ChildSafety>

Appendix 3

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex descriptor:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>	
Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under NCCD: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Is the student in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

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

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).	
<p>Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm;; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.</p>	
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>	
<p>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

Name of first responder making report if not the Principal:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Families, Seniors & Disability Services and Child Safety (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect
	<input type="checkbox"/>	Queensland College of Teachers
	<input type="checkbox"/>	LEQ Executive Director – copy of report of suspected sexual harm

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

Confirm receipt of emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report

Child Protection – Visit to Pacific Lutheran College

This document provides details of a child protection visit held at Pacific Lutheran College.

Meeting details

Date	
Meeting start time	
Meeting finish time	

Visitors

Name	Organisation	Signature

Student name/s

Name	Year level

PLC Staff Member attending

Name	Role

Staff Member Signature

Date

Document Control

Document Control	
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Version Control

Version	Date of Approval	Approved By	Description of Change
24.3	April 2024	College Council	Change of language to reflect LEQ Child Protection Policy
24.4	August 2024	College Council	Addition of names and titles to 'reporting' and intake number updated to reflect LEQ Child Protection Policy.
24.5	February 2025	College Council	Addition of name and updated titles and wording to reflect LEQ Child Protection Policy.

24.6	February 2025	ALE	Update to Child Safety Department name and wording (EAP to NCCD).
24.7	November 2025	College Council	A number of amendments as directed from LEQ.