PROCEDURE
LEQ Reporting Concerns of Harm & Abuse in Schools

LEQPD-37

Purpose:	The purpose of this Procedure is to ensure that Schools have effective processes to ensure that reports of Harm and Abuse under the Policy are responded to appropriately.	
Level & Scope:	LEQ Schools	
Status:	v1.2	**Supersedes**: N/A – new
Authorised by:	CLEQ	**Date of Authorisation**: 1 September 2026

References:	• *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)
	• *Child Protection Act 1999* (Qld)
	• *Child Protection Regulation 2023* (Qld)
	• *Working with Children Act 2000* (Qld)
	• *Working with Children (Risk Management and Screening) Regulation 2020* (Qld)
	• *Child Safe Organisations Act 2024* (Qld)
	• *Criminal Code Act 1899* (Qld)
	• LEQ Child & Cultural Safety Statement of Commitment
	• LEQ Safeguarding Framework
	• LEQ Child & Student Safety & Wellbeing Policy
	• LEQ Child Protection - Reporting Concerns of Harm, Abuse and Reportable Conduct Policy
	  ○ LEQ Reporting Concerns of Harm and Abuse in Schools Procedure
	  ○ LEQ Reporting Reportable Conduct in Schools Procedure
	  ○ LEQ Reporting Concerns of Harm and Abuse in Services Procedure
	  ○ LEQ Reporting Reportable Conduct in Services Procedure
	• ISQ Child Safe Standards Guidance	

Review:	Annually	**Next Review Date**: 1 September 2027
Distribution:	**Website:** Required **Staff:** Required – CLEQ, Secretariat, Councils and Schools. **Parents:** Required – Parents' Portal **Students:** Required – Students' Portal	

Definitions & Abbreviations

This procedure adopts the definitions and abbreviations under the Policy, and the additional definitions and abbreviations below.

Policy	The LEQ Child Protection – Reporting Concerns of Harm, Abuse and Reportable Conduct Policy.

Procedure for Part 3 of the Policy – *Police* – Reporting Sexual Abuse & Likely Sexual Abuse

Flow Chart

The Principal, and the staff member who has a reporting obligation to report sexual abuse or likely sexual abuse under Part 3 of the Policy (the **first person**), in making their written report under that section of the Policy (**the written report**), will comply with Flow Chart 1 (where the first person is a staff member that is not the Principal) or Flow Chart 2 (where the first person is the Principal).

Delivery of Written Report

Where possible under the Policy, the first person will confer with the Principal, and the Principal will make the written report to the QPS immediately.

Content of Report

Reporting Sexual Abuse

If the first person is reporting sexual abuse, the first person must ensure that their written report to the QPS contains the following particulars:

a) the name of the person giving the report;
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 abuse[1].

Reporting *Likely* Sexual Abuse

If the first person is reporting likely sexual abuse, the first person must ensure that their written report to the QPS contains the following particulars:

a) the name of the person giving the written report;
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 belikely to sexually abuse the student;
    iii. the identity of anyone else who may have information about the suspected likelihood of abuse[2].

[1] *Education (General Provisions) Regulation 2017* (Qld), s.68.
[2] *Education (General Provisions) Regulation 2017* (Qld), s.69.

Form of Written Report

The first person will use Appendix 2 – Reporting Concerns of Harm & Abuse Form for the purposes of providing this written report, and immediately provide a copy of this completed form to the Principal or the LEQ Executive Director at safeguarding@leq.lutheran.edu.au.

Procedure for Part 4 of the Policy – *Child Safety* – Reporting Physical and Sexual Abuse

Flow chart

The doctor, registered nurse, teacher, early childhood education and care professional, or any other relevant person under section 13E of the *Child Protection Act 1999* (Qld) (the **mandatory reporter**), and the Principal (or the LEQ Executive Director, if the allegation is against the Principal), in making their written report under Part 4 of the Policy (**the written report**), will comply with Flow Chart 3.

Delivery of Written Report

The procedure for delivering the written report under Part 4 of the Policy is:

- the mandatory reporter will confer with the Principal (or the LEQ Executive Director, if the allegation is against the Principal);
- the Principal (or the LEQ Executive Director) will make the written report to the Chief Executive of Child Safety Services;
- the Principal (or the LEQ Executive Director) will provide a copy of that written report to the mandatory reporter; and
- the Principal will immediately provide a copy of the written report to the LEQ Executive Director at safeguarding@leq.lutheran.edu.au.

Conferring with the Principal (or LEQ Executive Director)

The mandatory reporter will confer[3] with the Principal (or the LEQ Executive Director, if the allegation is against the Principal) for the purposes of:

- the mandatory reporter forming a suspicion about whether a child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse;
- the mandatory reporter forming a suspicion about whether a child has a parent able and willing to protect the child from the harm;
- the Principal (or LEQ Executive Director) giving the written report to Child Safety Services on behalf of the mandatory reporter, and for keeping a record of the written report;
- the mandatory reporter or the Principal (or LEQ Executive Director) taking appropriate action to deal with suspected harm or risk of harm to a child.

Content of Written Report

The mandatory reporter must ensure that their written report to the Child Safety Services (delivered through the Principal, or LEQ Executive Director) contains the following particulars:

a) the basis on which the person has formed the reportable suspicion[4];
b) the child's name, age and sex descriptor;
c) details of how to contact the child;
d) details of the harm to which the reportable suspicion relates;
e) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates[5].

Form of Written Report

The mandatory reporter and Principal (or LEQ Executive Director, if the allegation is against the Principal) will use Appendix 2 – Reporting Concerns of Harm & Abuse Form for the purposes of the Principal (or LEQ Executive Director, if the allegation is against the Principal) providing the written report.

[3] *Child Protection Act 1999* (Qld), s.13H(1).
[4] *Child Protection Act 1999* (Qld), s.13G(2)(a).
[5] See *Child Protection Regulation 2023* (Qld), s.4 *"Information to be included in report to chief executive".*

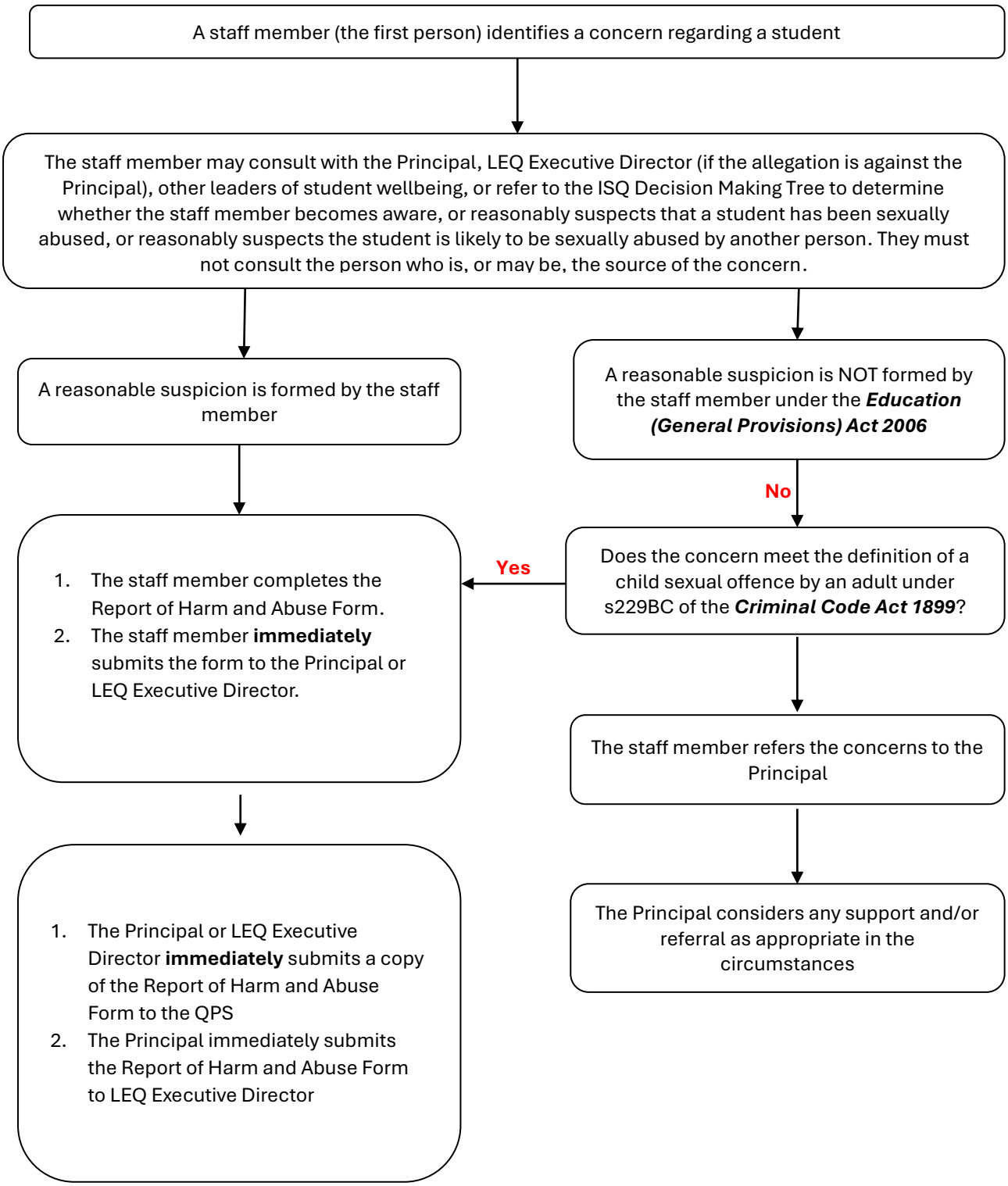
Alternatively, the written report may also be completed online by the Principal (or LEQ Executive Director, if the allegation is against the Principal) through the Child Safety Services utilising the **Child Safety Services online reporting form.**

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

The Sunshine Coast & 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).

Appendix 1

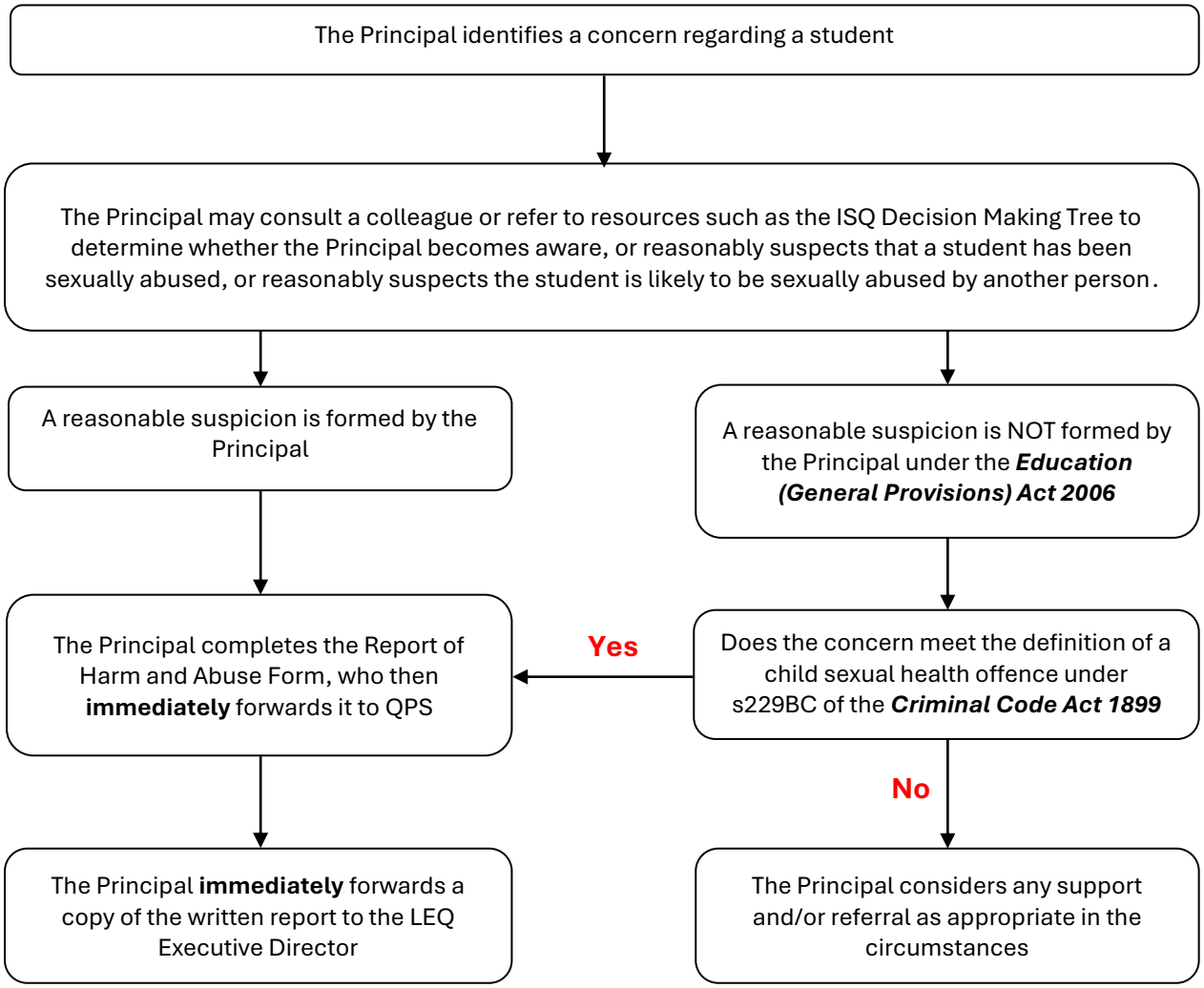
Flowchart 1: Reporting Sexual Abuse & Likely Sexual Abuse



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 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 Child Safety Services

A mandatory reporter identifies a concern regarding a student

The mandatory reporter will consult the Principal, LEQ Executive Director (if the allegation is against the Principal), and refer to resources such as the ISQ Decision Making Tree to determine whether the concern forms a reasonable suspicion that the student has suffered, is suffering, or is at unacceptable risk of suffering significant harm, and may not have a parent able and willing to protect them. The mandatory reporter must not consult the person who is, or may be, the source of the concern.

A reasonable suspicion is formed by the mandatory reporter.

The mandatory reporter completes the Report of Harm and Abuse Form and submits the written report **immediately** to the Principal (or the LEQ Executive Director if the allegation is against the Principal)

The Principal (or LEQ Executive Director if the allegation is against the Principal) immediately forwards the written report to Child Safety Services. A copy of the written report will be provided to the mandatory reporter by the Principal (or LEQ Executive Director).

A reasonable suspicion is NOT formed by the mandatory reporter.

The mandatory reporter refers the concerns to the Principal (or LEQ Executive Director if the allegation is against the Principal)

The Principal (or LEQ Executive Director if the allegation is against the Principal) considers any support and/or referral as appropriate in the circumstances

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 2 – Reporting Concerns of Harm and Abuse Form

Private and Confidential

Reporting Concerns of Harm and Abuse Form

Date:
Principal Name and School:
Principal Phone:
Principal Email:

DETAILS OF PERSON MAKING THIS REPORT
Date:
Name of person making this report:
Position:
Contact details:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK	
Legal Name:	Preferred Name:
Age: DOB:	Sex descriptor:
Year Level:	Cultural Background: ☐ Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander
Primary language spoken:	
Does the student have a disability verified under NCCD or EAP: Yes ☐ No ☐	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 ☐ No ☐	
Are there any Family Court or Domestic Violence orders in place? Yes ☐ No ☐ Unknown ☐	

IDENTITY OF THE PERSON alleged – • **to have sexually abused, or is likely to sexually abuse, the student** • **to have caused, or is causing, or may cause significant harm to the student** including by physical or sexual abuse	
Name:	Former Name, or Alias:
Date of birth (if known):	
☐ Adult family member ☐ Child family member ☐ Other adult ☐ Student/other child ☐ Staff Member/Volunteer/Contractor ☐ Unknown	
Does this concern involve the behaviour of a worker towards a child or student? ☐ Yes ☐ No ☐ Unsure *Note:* If yes, or unsure, you must apply the LEQ Reporting Reportable Conduct in Schools Procedure.	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE, OR LIKELY HARM OR ABUSE (Attach extra pages if necessary).	
☐ date when the reporter first became concerned ☐ details of the harm or suspected harm ☐ any disclosures made by student ☐ any previous incidents of harm ☐ behavioural indicators of harm ☐ presence of any medical needs or developmental delays ☐ if the information relates to an unborn child, the alleged risk to the unborn child	☐ **if the report is about actual or suspicion of harm or abuse,** the basis on which you have formed the reasonable or reportable suspicion ☐ **if the report is about likely harm or abuse,** the basis on which you have formed the reasonable or reportable suspicion that the student is likely to be harmed or abused by another person ☐ physical appearance of any injury ☐ immediate and ongoing safety concerns ☐ if anyone else was involved
Details:	
Indicate the identity of anyone else who may have information about the harm, abuse, suspected abuse or suspected likelihood of abuse:	
Additional information provided as an attachment YES ☐ NO ☐	

Name of person completing this report:		
Position:	**Signature:**	**Date:**
Principal:	**Signature:**	**Date:**
Response requested by school:		

ACTION TAKEN – To be Completed by Principal
Type of Action to Be taken:
☐ Referral to Queensland Police Services (QPS)
☐ Referral to Department of Families, Seniors & Disability Services and Child Safety (Child Safety Services)
☐ Notification to Executive Director of LEQ Secretariat
☐ Initial Report to Queensland Family & Child Commission required through LEQ Executive Director
☐ Referral to Family and Child Connect
☐ Referral to Queensland College of Teachers
☐ Referral to outside support agencies or services (name):
☐ Issue dealt with under Policy (name of policy):
☐ Internal Investigation required
☐ Counselling offered to student
☐ Counselling offered to parent/s
☐ Pastoral Care plan set in place
☐ Other – please state:

(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.