

## Procedures for Responding to and Reporting Child Safety Incidents or Concerns

The College's policies and procedures for responding to and reporting child safety incidents or concerns are made available to Staff, students, parents/carers and the wider College community in summary in our [Child Safeguarding Policy](#), and in full version through our PolicyPlus site as well as our public website and parent portal, and by request.

### Source of Obligation

Section 16 of the Education (Accreditation of Non-State Schools) Regulation 2017 requires the College to have written procedures about how the College will respond to harm or allegations of harm to students under 18 years. These procedures must include:

- a process for the reporting by a student to a "stated staff member" of conduct by another staff member that the student considers inappropriate
- a process for how the information reported to the "stated staff member" must be dealt with by the "stated staff member"
- a process for reporting sexual abuse, suspected sexual abuse or likely sexual abuse in compliance with sections 366 and 366A of the Education (General Provisions) Act 2006
- a process for reporting a "reportable suspicion" under section 13E of the Child Protection Act 1999
- a written complaints procedure to address allegations of non-compliance with these procedures (which procedure can form part of another written procedure for dealing with complaints).

The procedures set out in this section comply with these obligations as well as providing guidance on other aspects of the College's Child Safeguarding Program that relate to child protection, reporting, and complaints management.

### Overview of Procedures for Responding to and Reporting Child Safety Incidents or Concerns

Child safety incidents or concerns can take many forms. Unfortunately, the nature of child abuse and other harm is complex. Abuse or other harm may occur over time and potential indicators of abuse or harm are often difficult to detect. The perpetrator may be a parent, carer, other family member, staff member, Volunteer, Contractor, another adult or even another child. The legal obligations for reporting allegations of child abuse or other harm can vary depending on the circumstances of the child safety incident or concern.

The different definitions of child abuse or other harm and their key indicators are set out in detail in [Definitions and Key Indicators of Abuse and Other Harm](#). Together, they are all referred to as 'child safety incidents or concerns' for the purposes of our Child Safeguarding Program.

All of the College's procedures for reporting and responding to child safety incidents or concerns are designed and implemented, taking into account the diverse characteristics of the College community.

- Failure to Report offence will be committed if an adult (18 years or over) fails to report to police any 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 against a child by another adult.
- Failure to Protect offence will be committed if an adult in the school:
  - a) knows there is a significant risk that another adult associated with the school will commit a child sex offence against a child; and
  - b) they have the power or responsibility to reduce or remove the risk; and
  - c) they wilfully or negligently fail to reduce or remove the risk.

### Internal Reporting by Students, Parents/Carers and the Community

For the purposes of the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld), our Child Safeguarding Officers are nominated as our "stated staff members" to whom students can report concerns about the conduct of another staff member that the student considers is inappropriate. However, there are no limits on how, or to whom, students at the College can disclose any child safety incident or concern or make a complaint, including about a staff member, Volunteer or Contractor. The [Child Safe Complaints Management](#) policy provides multiple, child-focused pathways, including a pathway for anonymous disclosure, to enable all students to raise child safety incidents or concerns.

Parents/carers, family members and other community members who have child safety concerns about a student at the College are asked to follow the procedures set out in our [Child Safeguarding Policy](#) or in the [EREA Complaints Handling Policy](#), which are available on our public website. Child safety incidents or concerns involving the conduct of a staff member, Volunteer or Contractor that are raised by a parent/carers or family or community member will be addressed in accordance with our Child Safeguarding Program, in conjunction with the EREA Complaints Handling Policy, regardless of how that concern is raised.

### Internal and External Reporting by Staff, Volunteers and Contractors

The policies and procedures in this section of our Child Safeguarding Program set out how Staff, Volunteers and Contractors should respond to child safety incidents or concerns. These include procedures for responding to incidents or disclosures of child abuse or other harm, or suspected child abuse or other harm, and simple and accessible procedures for Staff, Volunteers and Contractors to report a child safety incident or concern internally.

These policies and procedures make clear that reporting internally to or consulting with a Child Safeguarding Officer does not change any obligation under legislation to report to an external authority.

### The College's Response to Internal Reports

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including allegations or disclosures of abuse or other harm, that are reported internally to the College, including by:

- all matters that meet the required relevant thresholds being reported externally to Child Safety Services, the Police, or the Queensland College of Teachers, depending on the issues raised
- the College fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and/or linguistically diverse background or a student with a disability
- securing and retaining records of the child safety incident or concern and the College's response to it.

### The Policies and Procedures in this Section

This section describes our work systems, practices, policies and procedures for responding to, and reporting, child safety incidents or concerns both internally and externally. These

include:

- **Managing Your Initial Response to a Child Safety Incident or Concern**
- **Reporting a Child Safety Incident or Concern Internally**
- **Reporting a Child Safety Incident or Concern Externally – An Overview**
- **Mandatory Reporting (of a Reportable Suspicion) to Child Safety Services**
- **Non-Mandatory Reporting to Child Safety Services**
- **Mandatory Reporting to Police (and Mandatory Internal Reporting) of Sexual Abuse**
- **Non-Mandatory Reporting to Police**
- **Child Safety Incidents or Concerns Involving College Staff, Volunteers and Contractors**
- **Teacher Misconduct that is Reportable to the Queensland College of Teachers**
- **Recognising and Responding to Sexual Behaviour in Children and Young People**
- **Responding to Other Concerns About the Wellbeing of a Student**
- **Support for Students Interviewed at the College**
- **Communicating with Parents/Carers about Internal and External Reports**
- **Making Additional Reports**
- **Child Safe Complaints Management**
- **Confidentiality and Privacy**
- **Child Safeguarding Record Keeping**