POLICY
LEQ Child & Student Safety & Wellbeing

Purpose:	The purpose of this policy is to establish and promote a safe, inclusive and culturally responsive environment for all children and students, ensuring their safety and wellbeing are prioritised in every aspect of St James Lutheran College and Kindergarten's operations, in alignment with the Lutheran Education Queensland commitment to providing safe, supportive, and legally compliant learning environments. This policy provides written processes about how the school will implement and comply with the Child Safe Standards and Universal Principle as required under the *Child Safe Organisations Act 2024* (Qld).	
Level & Scope:	LEQ System Children, 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 St James Lutheran College and Kindergarten The policy will not be altered by LEQ Schools, or Services.	
Status:	v1.1	**Supersedes**: LEQ Child Risk Management Strategy
Authorised by:	LEQ Executive Director	**Date of Authorisation**: 4 August 2026

References:	• *Education (General Provisions) Regulation 2017* (Qld)
	• *Education (Accreditation of Non-State Schools) Act 2017* (Qld)
	• *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld)
	• *Education and Care Services National Law (Queensland)*
	• *Education and Care Services National Regulations*
	• *Child Safe Organisations Act 2024* (Qld)
	• LEQ Child & Cultural Safety Statement of Commitment
	• LEQ Safeguarding Framework
	• LEQ Child & Student Safety & Wellbeing Policy
	• LEQ 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
	• Staff as Parents Policy
	• Resources
	  ○ QFCC's Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland	

Review:	Annually	**Next Review Date**: 8 June 2027
Distribution:	**Website:** Required – Schools and Services **Staff:** Required – Councils, Schools and Services **Parents:** Recommended – Parents' Portal **Students:** Recommended – Student Portal	

Definitions & Abbreviations

child	A child is an individual under 18 years.
Child safe entity	Includes the St James Lutheran College and Kindergarten
Child safe standards	The following standards applying to the St James Lutheran College and Kindergarten's[1]— • child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture; • children are informed about their rights, participate in decisions affecting them and are taken seriously; • families and communities are informed and involved in promoting child safety and wellbeing; • equity is upheld and diverse needs respected in policy and practice; • people working with children are suitable and supported to reflect child safety and wellbeing values in practice; • processes to respond to complaints and concerns are child-focused; • staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training; • physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed; • implementation of the child safe standards is regularly reviewed and improved; • policies and procedures document how the entity is safe for children.
CLEQ	Council of LEQ.
LEQ Secretariat	Lutheran Education Queensland Secretariat.
LEQ System	All Lutheran Education Queensland Schools and Services.
QCT	Queensland College of Teachers.
QFCC	Queensland Family & Child Commission.
student	Any child or young person of any age, enrolled or seeking enrolment at St James Lutheran College and Kindergarten
Universal principle	In implementing and complying with the child safe standards, the College must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (the universal principle).[2]

[1] *Child Safe Organisations Act 2024* (Qld), s9.
[2] *Child Safe Organisations Act 2024* (Qld), s11(2).

Commitment to Child Safety

St James Lutheran College and Kindergarten is committed to providing safe, inclusive, and nurturing environments where every child and young person is protected from harm and supported to flourish.

We affirm that all children are created in the image of God, deeply loved, inherently worthy, and deserving of dignity, respect, and care. Our approach to child safety is grounded in the Gospel's call to uphold justice, protect the vulnerable, and foster communities of compassion and belonging.

St James Lutheran College and Kindergarten will implement and comply with the child safe standards and understand they may be required to give an authorised officer of the QFCC information about the St James Lutheran College and Kindergarten's compliance. In implementing and complying with the child safe standards, the St James Lutheran College and Kindergarten will provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (**the universal principle**).

This policy will:

- Set out the St James Lutheran College and Kindergarten's expectations, practices, and approaches in relation to each of the Child Safe Standards, including the Universal Principle
- Be displayed for public access on the St James Lutheran College and Kindergarten's website and at the St James Lutheran College and Kindergarten office
- Cover acceptable and unacceptable child to child, and child to adult interactions
- Describe St James Lutheran College and Kindergarten commitment to equity, inclusion and cultural safety and how the organisation recognises, responds and respects these factors.

This commitment informs our policies, procedures, and everyday interactions. It is reflected in our safeguarding frameworks, staff conduct, governance structures, and the way we partner with families and communities. We strive to ensure that every child in our care feels safe, valued, and supported spiritually, emotionally, physically, and socially.

Principles

The implementation of, and compliance with, the child safe standards and universal principle by St James Lutheran College and Kindergarten are to be based on the following fundamental principles:

- The St James Lutheran College and Kindergarten, is responsible for continuously improving the ways in which, in their operations—
    - the safety of children is promoted; and
    - child abuse is prevented; and
    - allegations of child abuse are properly responded to;[3]
- The Child Safe Standards are not a simple checklist. They encourage child safe entities to think about how their day-to-day work protects children's rights and safety.[4]

Responsibilities

St James Lutheran College and Kindergarten is responsible for developing and implementing this LEQ Child & Student Safety & Wellbeing Policy and related policies and procedures to ensure it fulfils its child safe standards and universal principle obligations.

All governance members, staff and volunteers at St James Lutheran College and Kindergarten are responsible for acting in compliance with this policy and related policies and procedures.

[3] *Child Safe Organisations Act 2024* (Qld), s14.
[4] Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p4.

Implementation of the Child Safe Standards

1. Leadership and Culture

Child and student safety and wellbeing is embedded in St James Lutheran College and Kindergarten leadership, governance and culture.[5]

Statement of Commitment

St James Lutheran College and Kindergarten adopts the LEQ Child & Cultural Safety Statement of Commitment.

The Lutheran Education Queensland system of Lutheran schools, colleges and early childhood education and care services in Queensland (**LEQ**) is committed to providing environments where children and students are safe, supported, and able to thrive.

We have zero tolerance for child abuse, harm, neglect, or exploitation in any form. The safety and wellbeing of children and students is our highest priority and the paramount consideration in all decision-making involving children and students.

We recognise that safeguarding children and students requires deliberate, consistent action. This includes maintaining strong systems, building capability across our workforce, and ensuring that concerns are taken seriously and acted upon without delay.

We are committed to:

- acting with the safety, wellbeing and best interests of children and students as the paramount consideration at all times
- exceeding the 10 Child Safe Standards in every part and activity of our organisation
- creating culturally safe environments that are free of racism and discrimination, and upholding the right to cultural safety of all children, and especially those who are Aboriginal persons or Torres Strait Island persons (**the universal principle**)
- creating and maintaining environments that prevent harm and reduce risk through strong governance, supervision and safe practices
- listening to, respecting, and taking seriously the voices of children and students
- responding promptly and appropriately to concerns, disclosures, or allegations, including through fair and child-centred processes
- complying with all legislative and regulatory child safety obligations, including mandatory reporting and the Reportable Conduct Scheme

This commitment will be communicated to children, students, families and staff, and LEQ will maintain accessible pathways for raising concerns.

We are committed to the regular training and educating our workers (including staff, volunteers, contractors, and leaders) on child and cultural safety.

We do not tolerate child abuse or harm, racism or discrimination. We will take the steps necessary in line with our policies, procedures, risk management practices and codes of conduct to ensure that we maintain child and culturally safe environments.

All workers (including staff, volunteers, contractors, and leaders) share responsibility for child safety and wellbeing, and are expected to uphold this commitment in their roles.

Risk Management

St James Lutheran College and Kindergarten implements robust risk management processes to prevent, identify, and mitigate risks to students and children, and is committed to the monitoring of risk to the safety of students on an ongoing basis. St James Lutheran College and Kindergarten will utilise various risk management tools including your school or service's Risk Management Framework, Risk Management Policy, Risk Management Processes, Risk Appetite Statement, Risk Registers and

[5] *Child Safe Organisations Act 2024* (Qld), s9(a).

Work Health & Safety Policy to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

Code of Conduct

All staff will 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 children or students. Relevant Codes of Conduct define acceptable and unacceptable behaviours toward students and are aligned with child safety principles.

At St James Lutheran College and Kindergarten we expect our staff and volunteers to conduct themselves as follows:

- St James Lutheran College and Kindergarten staff and volunteers are expected to always behave in ways that promote the safety and wellbeing of our children and students. Staff must actively seek to prevent harm to children and students, and to support those who have been harmed.

Specific responsibilities include:

- Staff and volunteers should avoid situations where they are alone in an enclosed space with a child or student.
- When physical contact with a child or student is a necessary part of the teaching/learning experience, staff and volunteers must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the child or student of what they intend on doing and seek their consent.
- Staff must not develop a relationship with any child or student that is, or that can be interpreted as having a personal rather than a professional interest in a child or student.
- Staff and volunteers must not have a romantic or sexual relationship with a child or student.
- Staff and volunteers must treat all children, students, colleagues and community members with respect, fairness and dignity, regardless of culture, race, ethnicity, language, religion, ability, gender, sexual orientation, or background.
- Staff and volunteers must not engage in any form of racism, discrimination, harassment, or exclusionary behaviour. This includes verbal, written, online or behavioural actions that demean, stereotype or disadvantage an individual or group.
- Staff and volunteers must actively challenge racist or discriminatory behaviour when it occurs and follow St James Lutheran College and Kindergarten procedures for reporting such incidents.
- Staff and volunteers must promote a culturally safe, inclusive and respectful environment by valuing diversity, acknowledging cultural differences, and modelling culturally responsive behaviour at all times.

Information Sharing & Recordkeeping

Staff and volunteers understand their obligations in information-sharing and maintaining accurate, secure records about child safety concerns, disclosures, and responses.

2. Child & Student Voice

Children and students are informed about their rights, participate in decisions affecting them and are taken seriously.[6]

St James Lutheran College and Kindergarten is committed to championing the voices of children and students, ensuring they have genuine agency in matters that affect them. We listen to children and students in age-appropriate and culturally appropriate ways and create safe, structured opportunities for them to express their views.

St James Lutheran College and Kindergarten uses the curriculum and educational programs to actively promote positive peer relationships and reduce child and student isolation by embedding

[6] *Child Safe Organisations Act 2024* (Qld), s9(b).

learning experiences that strengthen social skills, empathy and respectful behaviours. Through age-appropriate lessons and whole-of-organisation wellbeing programs, children and students are also provided with access to sexual abuse prevention education that builds their understanding of personal safety, protective behaviours and where to seek help. Together, these curriculum-based approaches support safer, more connected and more informed children and students.

St James Lutheran College and Kindergarten ensures that all staff and volunteers are consistently attuned to indicators of harm and abuse and are equipped to recognise when a child or student may need support. Age-appropriate and trauma-informed processes are in place to help children and students communicate their concerns safely and confidently, and staff actively respond to these disclosures with care and professionalism in accordance with the LEQ Reporting Concerns of Harm, Abuse and Reportable Conduct Policy.

3. Family and Community

Families and the community are informed and involved in promoting child and student safety and wellbeing.[7]

St James Lutheran College and Kindergarten recognises the vital role families and communities play in the safety, wellbeing, and education of children and students. We value strong, respectful, and collaborative partnerships with families and the broader St James Lutheran College and Kindergarten community.

We strengthen inclusive relationships, particularly with First Nations families, local community members, and Elders. We honour Country and embed an Acknowledgement of Country in our practices to ensure children and students understand the importance of knowing and respecting the land on which we learn.

4. Equity and Diversity

Equity is upheld, and the diverse needs of students are respected in policy and in practice.[8]

St James Lutheran College and Kindergarten is committed to creating an inclusive, equitable environment where all children and students feel safe, respected, and supported. We actively work to remove barriers to participation and ensure our practices reflect cultural safety for all children and students.

This commitment is actioned through the following:

- Inclusive Learning Policy (disability discrimination)
- Anti-Bullying and Harassment Policy
- Positive Behaviour and Relationships Policy

5. People

People working with children and students are suitable and supported to reflect child and student safety and wellbeing values in practice.[9]

St James Lutheran College and Kindergarten Recruitment processes, Professional Learning plans, Performance Management System and the *Queensland Lutheran Schools Single Enterprise Agreement 2024* are evidence of fulfilment of the requirements.

[7] *Child Safe Organisations Act 2024* (Qld), s9(c).
[8] *Child Safe Organisations Act 2024* (Qld), s9(d).
[9] *Child Safe Organisations Act 2024* (Qld), s9(e).

Further St James Lutheran College and Kindergarten is committed to recruiting, selecting, training and managing staff in such a way that limits risks to students. In particular, St James Lutheran College and Kindergarten will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from staff via:
    - Accurate position descriptions, 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 children and students, and the experience and qualifications required by the successful applicant.
    - Advertising the position with a clear statement about the St James Lutheran College and Kindergarten'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' 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 St James Lutheran College and Kindergarten to further assess the suitability of the new staff 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 children or students from staff via:
    - Management processes that are consistent, fair and supportive.
    - Performance management processes to help staff to improve their performance in a positive manner.
    - Supportive processes for staff 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 St James Lutheran College and Kindergarten's policies and procedures, particularly its expectations regarding child and student risk management, and to assist staff to understand their role in providing a safe and supportive environment for students.
    - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
        - the St James Lutheran College and Kindergarten's policies and procedures
        - identifying, assessing and minimising risks to children and students
        - handling a disclosure or suspicion of harm to a child or student.
    - Keeping a record of the training provided to staff.
    - 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.

6. Complaints

Processes to respond to complaints and concerns are child focused.[10]

St James Lutheran College and Kindergarten is committed to maintaining a child and student-focused approach to receiving and responding to complaints. The LEQ Complaints Resolution Framework outlines how concerns can be raised, the roles and responsibilities of staff, and the processes used to respond to different types of matters. We ensure that all complaints are taken seriously, addressed promptly and thoroughly, and managed in line with our reporting, privacy and employment law obligations.

[10] *Child Safe Organisations Act 2024* (Qld), s9(f).

Any concerns, disclosures or allegations relating to harm or abuse of a child or student are managed under the LEQ Reporting Concerns of Harm, Abuse and Reportable Conduct Policy, which sets out our mandatory obligations to act protectively and report to the appropriate authorities.

7. Skills and Knowledge

Staff and volunteers of St James Lutheran College and Kindergarten are equipped with the knowledge, skills and awareness to keep children and students safe through ongoing education and training.[11]

The St James Lutheran College and Kindergarten will train its staff in processes relating to the health, safety and conduct of staff, children and students on their induction and will refresh training annually.[12]

8. Physical and Online Environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for children or students to be harmed.[13]

St James Lutheran College and Kindergarten proactively identifies and mitigates risks within both the physical and online environments, ensuring that safety measures do not compromise children and students' privacy or healthy development. Staff, children and students use online platforms in line with the St James Lutheran College and Kindergarten's code of conduct and related policies, supporting a safe, respectful and well-managed digital learning environment.

For further details about how St James Lutheran College and Kindergarten manages risk see **1. Leadership and Culture** above.

9. Continuous Improvement

Implementation of the child safe standards is regularly reviewed and improved.[14]

St James Lutheran College and Kindergarten is committed to fostering a culture of continuous improvement in child safety, wellbeing and cultural respect. We recognise that embedding the child safe standards and universal principle is a continuing journey that requires ongoing commitment, regular review and continual strengthening of our practices.

St James Lutheran College and Kindergarten will:

- Review policies, procedures and practices regularly to ensure they remain effective, responsive and appropriate for the St James Lutheran College and Kindergarten community. This includes undertaking periodic audits, self-assessments and reflective practice to identify strengths and opportunities for improvement.
- Analyse available data including complaints and concerns to identify causes and systemic issues and use these insights to inform continuous improvement of policies, procedures and practices.
- Develop and implement an improvement plan that has regard for the QFCC Guidelines.
- Measure and monitor outcomes by tracking meaningful indicators such as feedback from staff, children, students and families, incident reports, harm and abuse reports, training participation, and perceptions of cultural safety to understand current performance and areas requiring enhancement.
- Record, monitor and report to the school governing body, the Senior Executive Team and others as appropriate at your school regarding any breaches of this policy or related policies.
- Engage the St James Lutheran College and Kindergarten community in continuous improvement by seeking and listening to feedback, encouraging open dialogue, and

[11] *Child Safe Organisations Act 2024* (Qld), s9(g).
[12] *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld), s.16(4)(c).
[13] *Child Safe Organisations Act 2024* (Qld), s9(h).
[14] *Child Safe Organisations Act 2024* (Qld), s9(i).

partnering with children, students, families, staff, volunteers and community stakeholders to inform updates to policies and practices.

- Provide ongoing learning, training and development for staff and volunteers, including induction and refreshers, to ensure everyone understands their responsibilities for child safety and cultural safety and is equipped to respond effectively as new risks or needs arise.

10. Policies and Procedures

Policies and procedures document how St James Lutheran College and Kindergarten is safe for children.[15]

St James Lutheran College and Kindergarten has embedded, or will embed at the policy or procedure's next review cycle from the date of this policy, its LEQ Child & Cultural Safety - Statement of Commitment **OR** local statement of commitment to Student Safety and Wellbeing in all relevant policies and procedures. St James Lutheran College and Kindergarten has made all relevant policies and procedures publicly available on its website Policies & Information | St James Lutheran College intranet, parent portal and copies are available on request from the office. Staff and volunteers are trained in implementing relevant policies and procedures regularly.

[15] *Child Safe Organisations Act 2024* (Qld), s9(j).