



Child Protection Policy & Procedures

Adapted from Procedures Manual for the Protection from Harm of Students
(*Version for Schools*) by the Anglican Church of Australia, Diocese of Brisbane

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Contents

	Page
1. POLICY	2
1.1 Scope	2
1.2 Principles	2
1.3 Obligations	3
2. DEFINITIONS	5
3. ACCOUNTABILITIES	8
3.1 Board of EDUCANG Ltd	8
3.2 Chief Executive Officer	8
3.3 Heads of College	9
3.4 Student Safety Officer	9
3.5 Workers	9
3.6 Students	10
4. PROCEDURES	10
4.1 Reporting	10
4.2 Responding to Allegations of Harm - Within the College	11
4.3 Responding to Allegations of Harm - External to the College	12
4.4 General Procedures for Responding to Allegations of Harm, Inappropriate Behaviour or Abuse - Internal and External to the Colleges	13
APPENDICIES	
Appendix 1 – Procedures in Dealing with Reports of Inappropriate Behaviour / Harm / Sexual Abuse	15
Appendix 2 – Form 1 Inappropriate Behaviour	16
Appendix 3 – Form 2 Harm (Part A and Part B)	17
Appendix 4 – Form 3 Sexual Abuse	19

1. POLICY

This Protection Policy addresses the prevention of inappropriate behaviour, harm and sexual abuse to students, the obligations of EDUCANG Colleges and their staff, and appropriate responses when allegations are made.

EDUCANG Limited is committed to providing and striving to provide a safe, supportive and ethical environment at its Colleges for the wellbeing and holistic development of children and young people. Privacy, safety and respect are rights of all children and young people, defined in this policy as 18 years or under.

Any behaviour which exploits the special position of trust and authority between the staff member and child or young person including, teacher / student, coach / athlete, instrumental teacher/ musician, or staff member / student is a breach of Christian and professional obligation. All appropriate measures will be taken to protect children and young people from all forms of harm, and all staff members have a responsibility to care for children and young people who come under their care and to promote their best interest and welfare.

Harm is understood as any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Moreover, while students are expected to show respect to members of staff, volunteers and other students and to comply with safe practices, any form of sexual behaviour by an adult staff member with a student who comes under his or her care is always sexual abuse.

Behaviour, both from the student and towards the student, that can be reasonably considered to indicate harm or an unacceptable risk of harm occurring, must be reported.

Reporting of information or allegations of causing harm is mandatory for all staff members, including those paid or unpaid, full time, part time, casual and volunteers. This requirement applies also to parents, carers, clergy, contractors and consultants associated with EDUCANG Colleges.

Following the reporting of information or allegation, each staff member who has access to information has an obligation to observe appropriate confidentiality. Where, on the basis of the information available, it is believed that there is an unacceptable risk, a staff member will not be permitted to continue to work in a position. Staff members involved in situations where abuse is disclosed or suspected must be treated with natural justice, dignity, sensitivity and respect - including the alleged perpetrator.

During an investigation, the victim and respondent will be kept informed of progress in resolving an allegation, and proactive and reactive pastoral care structures will be put in place to support the student, family, respondent and any other affected parties. Full cooperation with the relevant State authorities will be exercised. Disciplinary action will be taken against any person who is found to have committed harm against a child or young person.

Reporting of any form of harm should be made to the CEO or if the harm is related to suspected sexual abuse by an employee, then an immediate written report should be made to a Director of the EDUCANG Board or to the CEO, whichever is appropriate, or to a nominated member of staff who will act as a Student Safety Officer. Student Safety Officers are based at each EDUCANG campus and their names and contact details will be made available to the College communities at reception and through various other channels.

1.1 Scope

The Policy applies to the Board of EDUCANG Ltd, executive and senior managers and all staff members and associates linked to EDUCANG Ltd. It relates specifically to all matters concerning the protection, care and safety of students and to all EDUCANG Colleges and all workers [paid or unpaid, full time, part time, casual, volunteers] and other persons [such as parents / carers, clergy, contractors and consultants] associated with those Colleges.

1.2 Principles

All Workers share in the responsibility to promote and strive to provide a safe environment for students across EDUCANG Colleges. This responsibility is placed upon them by the Gospel teachings of Jesus and the law.

This Policy is based on the following principles:

- a] All students have rights, including privacy, safety, and respect.
- b] All appropriate measures will be taken to protect students from all forms of harm.
- c] Harmful acts by anyone in authority over a student are a breach of trust and professional misconduct - additional to any criminal breach.
- d] Any form of sexual behaviour by an adult Worker with a student who comes under his/her care is always sexual abuse.
- e] All Workers have a responsibility to care for students who come under their care and to promote their best interests and wellbeing.
- f] Students are expected to show respect to Workers and other students and to comply with safe practices.
- g] Behaviour, both from the student and towards the student, that can be reasonably considered to indicate harm or an unacceptable risk of harm occurring, must be reported.
- h] Where, on the basis of all information available, it is believed that there is an unacceptable risk, a Worker will not be permitted to continue to work in a position.
- i] In every preventive or protective action relating to harm, the total wellbeing and best interests of the student is the primary concern.
- j] Following the reporting of the information/allegation each Worker who has access to information has an obligation to observe appropriate confidentiality.
- k] The victim and respondent will be kept informed of progress in resolving the complaint.
- l] The value of the family unit is to be respected but not to the detriment of the wellbeing and best interests of the student.
- m] All Workers involved in situations where harm is disclosed or suspected, must be treated with Natural Justice, dignity, sensitivity and respect – including the alleged perpetrator.
- n] Proactive and reactive pastoral care structures will be in place in EDUCANG Colleges.
- o] EDUCANG Colleges will cooperate with relevant state authorities in matters of the protection of children and young people.
- p] Disciplinary action will be taken against anyone who harms a student.
- q] The principles of openness and transparency require this Policy to be readily available to all members belonging to and associated with an EDUCANG College.

1.3 Obligations

1.3.1 Legal Obligations

Workers are bound by legal obligations as prescribed by common law and other legislation. Relevant areas of law include:

- The Child Protection Act 1999
- The Commission for Children and Young People and Child Guardian Act 2000
- Education [Accreditation of Non-State Schools] Regulation 2001
- Education (General Provisions) Act 1989
- Criminal Code
- Contract Law
- The Law of Negligence.

The *Education (General Provisions) Act* provides for penalties to apply to persons who do not comply with the Act's requirements for reporting – section 146B (2) and (4).

The *Child Protection Act Queensland 1999* and the *Education (Accreditation of Non-State Schools) Regulation 2001* address issues of harm, inappropriate behaviour and sexual abuse in relation to children. Students under this Act are under the age of eighteen.

EDUCANG and its Colleges are required to assist the relevant state authorities – Queensland Police Service and the Department of Child Safety - in accordance with the Act and the Regulation.

EDUCANG and its College are obligated to comply with the requirements of the *Child Protection Act 1999* and the *Education (Accreditation of Non-State Schools) Regulation 2001* in responding to issues of actual or suspected harm which occur within and beyond the Colleges.

- The Act provides the legislative base for the Queensland Police Service and Department of Child Safety to exercise legal responsibility to protect students from harm when their parents are unable or unwilling to do so.
- Section 17 of the *Child Protection Act 1999* allows departmental officers and police officers to interview a student while they are at College before their parents are told about the investigation.
- The Regulation requires the CEO to inform relevant state authorities about actual or suspected harm if he or she is aware or reasonably suspects that harm has been caused.

While the above-named legislation refers specifically to students aged under 18 years of age, it is understood that EDUCANG is committed to the well-being of all students within its Colleges.

1.3.2 Related Policies

- EDUCANG Bullying and Harassment Policy and Procedures
- EDUCANG Grievance Policy and Procedures

1.3.3 Christian Obligations

Workers must respect the ethos and Gospel values espoused by the member churches. **Children are a gift from the Lord; they are a real blessing.**

Psalm 127: 3-5

If anyone should cause one of these little ones to lose faith in me, it would be better for that person to have a large millstone tied around his neck and be drowned in the deep sea. How terrible for the world that there are things that will make people lose their faith! Such things will always happen - but how terrible for the one who causes them.

Matthew 18:6-7

1.3.4 Professional Obligations

All Workers are expected to conduct themselves with the professionalism implied by their position, training and/or as stated in their employment contract [written or verbal]. Workers are also expected to behave at all times in a manner supportive of the best interests of a student.

1.3.5 Behavioural Obligations

Behaviour of a sexual, physical or psychological nature, which exploits the special position of trust and authority between the Worker and student [for example, relationships including but not limited to teacher / student, instrumental teacher / musician coach / athlete or worker / student] is a breach of obligations and of this Policy.

Such behaviours may include:

- Transporting a student without seeking the consent of a parent or caregiver or without informing the Head of College;
- Seeking to visit a student at their home without the consent/knowledge of the parent/caregiver and/or Head of College;
- Inviting a student to their home unaccompanied without the consent of a parent or caregiver or without informing the Head of College;
- Sending or receiving correspondence of an inappropriate nature;
- Inappropriate giving of gifts;
- Physical or emotional aggression, violence or bullying;
- Sexual exhibitionism;
- Development of an intimate relationship incompatible with the relationship, initiated by either party, whether the same or the opposite sex;
- Exposure of a student to pornographic material in any medium;
- Inappropriate discussion of matters of sexual behaviour;
- Obscene language, especially of a sexual nature;
- Gestures or actions of a suggestive or obscene nature;
- Jokes of a sexual nature told in the presence of student;
- Voyeurism [gaining pleasure from secret watching of another];
- Repeatedly seeking to be alone with a student; and
- Detaining a student in locked facilities or facilities that do not have immediate access to relevant staff members.

This list is not exhaustive. Any behaviour which exploits a student is unacceptable.

Failure by the student to reject inappropriate conduct never implies consent.

2. KEY DEFINITIONS

In this Policy unless the context indicates otherwise:

Abuse of Position of Trust: when a person uses his/her power, special position or authority over another person to take advantage of their position to the detriment of the other person, regardless of consent.

Allegation: an assertion or information still to be proved.

Alleged Perpetrator: the person against whom a complaint / allegation is made.

Alleged Victim: the person who is reported to have suffered the alleged offence.

Anonymous Disclosure/Complaint: anonymous disclosures will be received and investigated to the extent practicable. The value of information given anonymously is significantly less than information from an identifiable informant.

Bullying: violence, [physical or psychological] conducted by an individual or a group and directed against an individual who is not able to defend himself or herself in the actual situation. Forms of bullying include: verbal, gesture, extortion, and exclusion. There is often an imbalance of "power", e.g. position, physical size, popularity, and/or wealth.

Bullying is usually responded to and managed under the EDUCANG Bullying policy.

Chief Executive Officer (CEO): the person appointed as such, who reports to the EDUCANG Board of Directors, and who carries the responsibility of reporting to the various authorities and is the Executive Principal of the Colleges. Students or others may report harm or suspected sexual abuse to the CEO.

Child: for the purposes of this document, a *child* will be defined as any person aged under 18 years. This definition is consistent with the definition of 'child' in the *Child Protection Act 1999* and includes young people aged from 12 years to 18 years.

Complainant: the person who makes an allegation or who provides information about an act of harm [this person is not necessarily the 'victim'].

Confidentiality: each Worker who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. Absolute confidentiality is not possible since this Policy will require disclosing, internally and externally, certain details involved in responding to the complaint.

State authorities can compel people to give evidence about actions under the Protocol and to produce documents.

Defamation: the damaging of another person's reputation. A person providing information about harm in good faith to a person who needs to know that information is generally excused from liability for defamation.

Detriment: includes personal injury or prejudice to safety; property damage or loss; intimidation or harassment; adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; threats of detriment; and financial loss from detriment.

Director: a Director of the EDUCANG Board to whom a complainant may make an allegation or provide information about an act of harm, where this involves the Chief Executive Officer.

Diocese: an all-encompassing term that covers the activities and central **organisation** of the Anglican Church that occur in the geographical area of Southern Queensland: the area in Queensland below a line starting at the mouth of the Kolan River [north of Bundaberg] heading generally west to the border between Queensland and the Northern Territory.

It is a legal entity called "The Corporation of the Synod of the Diocese of Brisbane".

Diocesan Director of Professional Standards: person appointed by the Diocese to assist in the management of allegations/information of Abuse, under the Professional Standards Canon 2004, this Policy and the Diocesan *Protocol for Dealing with Complaints of Abuse*.

Discrimination: giving different treatment to a person based on race, colour, gender, language, religion, politics, nationality or social origin, property, birth or other status.

EDUCANG College: means a College which is owned and operated by EDUCANG Limited. Colleges include:

- Forest Lake College
- The Springfield College
- Forest Lake College International Centre
- Mary McConnel School
- The Lakes College

Harm: means any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation.

Head of College: the most senior person responsible for the daily operation of an EDUCANG College. On some campuses, this role is called Campus Principal. The Head of College or Campus Principal, whichever is relevant, acts as a person to whom students may refer if they are not feeling safe; or to whom students or others can make complaints of harm, inappropriate behaviour or abuse.

Inappropriate Behaviour: means behaviour of a staff member of the school which is inconsistent with the code of conduct and policies of the school and is considered to be 'inappropriate behaviour' by the student making the complaint.

Licensed Person: a bishop, priest, deacon, or worker licensed to officiate within the Diocese or a minister of the Uniting Church in Australia.

Mandatory: of or like a mandate, obliging or permitting no choice.

Natural Justice: the principles of Natural Justice will apply to decisions to be made under the Protocol and associated protective policies. As the consequences of a decision for any individual become more severe, so the importance of demonstrably acting fairly increases.

The two fundamental principles of Natural Justice are:

- that those making a decision are not biased; and
- that persons should not be condemned unless they are given prior notice of the allegations against them and they have a fair opportunity to be heard.

Ordained Person: a bishop, priest or deacon licensed to officiate within the Anglican faith in any Anglican community or an ordained minister of the Uniting Church in Australia.

Privacy: privacy legislation applies to records generated under this Policy. The complainant, the alleged victim and the alleged perpetrator may exercise their rights under that legislation. Proper notice under the *Privacy Act 1988 [Commonwealth]* must be given before collecting personal information.

Relevant State Authorities: includes Police and the Department of Child Safety.

Screening: background Screening of Workers is required under the *Commission for Children and Young People and Child Guardian Act 2000* and Diocesan Policy and will apply to all Workers.

Self Harm: harm perpetrated against one's self. It can include cutting, scratching, taking risks, abuse of illicit and licit medication and/or drugs, and alcohol; and can be symptomatic of underlying issues and needs to be considered in that light.

Staff member: a person employed, full time, part time or casual, in a teaching or support capacity at an EDUCANG College.

Student: means for the purposes of this document a person enrolled in an EDUCANG College. Student includes persons aged over 17 years, and children attending other programs on the College campuses. For simplicity, the word 'student' will be used consistently through the document.

Student Safety Officer: person within a College designated by the Head of College to whom students may refer if they are not feeling safe; or to whom students or others can make complaints of harm, inappropriate behaviour or abuse. The Head of College may also fulfil this role - see Section 10 of the *Education [Accreditation of Non-State Schools] Regulations 2001*.

Suitability Notice: a notice issued by the Commissioner for Children and Young People under the *Commission for Children and Young People and Child Guardian Act 2000* stating whether a person is a suitable person to be involved in student-related activities.

Unacceptable Risk: circumstances where, if the allegations are true, there is a risk of the alleged perpetrator re-offending.

Uniting Church authority: General Secretary of the Uniting Church in Australia, Queensland Synod.

Unsubstantiated Allegation: an allegation having insufficient evidence, on the balance of probabilities, to prove it true.

Volunteers: people who give their time freely to participate in and assist directly with College activities.

Workers: office holders and people who work in a paid or voluntary capacity in EDUCANG Colleges.

3. ACCOUNTABILITIES

3.1 The Board of EDUCANG Ltd

The Board of EDUCANG is responsible for approving Company policies, including the Child Protection Policy and Procedures. The Board is responsible to the Non State Schools Accreditation Board and the member churches for legislative compliance in this particular area.

3.2 Chief Executive Officer must:

- a] Be fully conversant with this Child Protection Policy and any related EDUCANG policies;
- b] Adhere to this Policy in all activities and behaviours;
- c] Ensure that appropriate selection, appointment and training process are in place at each EDUCANG College and that Workers understand and fulfill the requirements of this Policy;
- d] Ensure that all EDUCANG Colleges have access to written processes about the health and safety of students and staff which are consistent with relevant legislation;
- e] Ensure that EDUCANG Colleges have access to written processes about the appropriate conduct of students and staff which are consistent with state legislation regarding the protection of students aged under 18; and includes a process for reporting by such student of inappropriate behaviour by a staff member and a process for how the reported information is to be dealt with;
- f] Ensure that all students are aware of and have access to the processes for the reporting by a student to an identified Student Safety Officer/s of the behaviour of another staff member that the student or student considers is inappropriate. The policy will be on the website and be displayed through newsletters;
- g] Report to a relevant state authority the harm or suspected harm of a student aged under 18 if he/she is aware or reasonably suspects the harm has been caused;
- h] Report to the Anglican Church Director of Professional Standards and the General Secretary Uniting Church any information / allegation of harm, including that from an anonymous source, against any Worker;
- i] Ensure that, in accordance with Section 146B of the *Education (General Provisions) Act 1989*, all workers are aware of and comply with the requirement that when they become aware of or reasonably suspect the sexual abuse of a student under 18 by another worker, they immediately prepare a written report for the CEO and/or a Director which includes the information outlined in paragraph 10.3.2 below;
- j] Ensure that a copy of the written report immediately prepared on any matter of sexual abuse or suspected sexual abuse provided to the Board of EDUCANG is immediately provided to a Police Officer and the Department of Child Safety;
- k] If, after the College has investigated an allegation of harm caused by or likely to be caused to a student because of the conduct of a teacher of the College, the College has dismissed the teacher or the teacher has resigned, the College is to inform the Queensland College of Teachers. If, during the investigation, a teacher resigns from the College, the Board is also to be informed.
- l] If, after a written report about sexual abuse has been provided to a Police Officer, the worker who is the subject of the report resigns, the College is to inform the Queensland College of Teachers.
- m] Comply with member church and legislative screening requirements for all Workers and keep a register of legislative screening;

3.3 Head of College must:

- a] Be fully conversant with this Protection Policy for children and any related member church policies;
- b] Adhere to this Policy in all activities and behaviours;
- c] Ensure that Workers involved with students know that they must refrain from any behaviour which is inappropriate or could lead to their harm;
- d] Appoint a Student Safety Officer and ensure that his / her contact details are kept at reception and communicated to the College community.
- e] Ensure that all students are aware of and have access to the processes for the reporting by a student to an identified Student Safety Officer of the behaviour of another staff member that the student or student considers is inappropriate;
- f] Report to the CEO immediately any report of harm or suspected harm committed against a student.
- g] Assist the CEO in gathering information and conducting or attending interviews.
- h] Maintain strict confidentiality during the reporting and investigation of allegations.

3.4 Student Safety Officer must:

- a] Be fully conversant with this Protection Policy for children and any related member church policies;
- b] Adhere to this Policy in all activities and behaviours;
- c] Receive reports by students and others about harm or suspected harm committed against a student;
- d] Provide assistance in preparing a written statement about the allegation.
- e] Report to the CEO immediately any report of harm or suspected harm committed against a student.
- f] Assist the CEO in gathering information and conducting or attending interviews.
- g] Maintain strict confidentiality during the reporting and investigation of allegations.

3.5 Workers must:

- a] Ensure they are conversant and comply with this Policy;
- b] Ensure that their behaviour neither encourages nor supports behaviours in others that undermine the purpose of this Policy;
- c] Report to the CEO any information or allegation of harm [which is not sexual abuse by an employee] that the worker is aware or reasonably suspects has been caused to a student. If the allegation is made against the Head of College, the report must be made directly to the CEO;
- d] When becoming aware of or reasonably suspecting sexual abuse of a student under 18 by another worker within the school, immediately prepare a written report for the CEO or a Director;
- e] Maintain strict confidentiality; and
- f] Practice safe behaviours.

3.6 Students

All students are required to consider the rights and safety of others. These include:

- a] Respect for their peers;
- b] Respect for the Workers;
- c] Respect for safe practices including the following of reasonable directions and practices; and
- d] Seeking assistance, where they are concerned for their safety or the safety of others, from the relevant Student Safety Officer for students, as designated by the Head of College.

4. PROCEDURES

4.1 Reporting

4.1.1 Mandatory Reporting of Harm

A worker must, when becoming aware or reasonably suspecting that harm has been caused by anyone to a student under 18 years, report the information to the CEO. The CEO should provide the Anglican Church Director of Professional Standards, the General Secretary Uniting Church and the EDUCANG Board of Directors as soon as possible with all relevant information.

If the information is against the CEO, then the report is made to the Chair of the Board of Directors, and a copy of the report is to be provided to the Anglican Church Director of Professional Standards and the General Secretary Uniting Church. The staff member must keep a written report of his / her actions.

The CEO, who receives a report of harm or suspected harm and is aware of the harm having been caused or reasonably suspects the harm to have been caused, must report it to the Department of Child Safety. A written report of the actions taken must also be kept.

4.1.2 Mandatory Reporting of Sexual Abuse

If a worker becomes aware or reasonably suspects that a student who was under 18 years at the relevant time has been sexually abused by another worker at the same school, the worker must immediately provide a written report about the abuse to the CEO and/or Director of the EDUCANG Board, both of whom will report the matter to the Chairman and the Directors of the Board.

The report must include the following particulars –

- a) the name of the person giving the report [the first person];
- 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 an employee of the school;
- 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 employee 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.

The CEO and/or a Director who is given a written report about the abuse or suspected abuse must immediately provide a copy of the report to a police officer.

4.1.3 Reporting of Inappropriate Behaviour

EDUCANG Colleges have published readily accessible procedures by which, the names of designated Student Safety Officers to whom, children, young people and workers can report inappropriate behaviour. This is required by the *Education [Accreditation of Non-State Schools] Regulation 2001*.

The Head of College or Student Safety Officer receiving a report of inappropriate behaviour must:

- a) interview the student,
- b) interview the other person/s named in the report, and any other person who may be able to provide information.
- c) Advise the CEO who will consider whether the behaviour is inappropriate or alleged harm or abuse and decide on a course of action. The College Grievance Policy should be used as a procedure for addressing the allegations.
- d) The Head of College or Student Safety Officer may implement action in accordance with the report, as appropriate.

4.2 Responding to Allegations of Harm - Within the College

4.2.1 Students Reporting Harm

Workers, who are not the designated person for receiving such reports have an obligation to report incidents of harm to the CEO. Students who report verbally are to be assisted in completing the designated form for reporting harm.

4.2.2 Responding to Allegations Harm

The response to allegations of harm is the responsibility of the CEO in concert with the Head of College and in collaboration - when appropriate - with the Anglican Church Director of Professional Standards and the General Secretary Uniting Church.

Such responses to information and allegations of harm should be timely, practical and pastoral.

The CEO must:

- a) Officially receive the information and note details as provided. The complaint must be recorded in the actual words used by the person making the allegation;
- b) Conduct an initial enquiry to establish reasonable suspicion that harm has occurred. Further enquiries need not be made if the report is suspected as being untrue;
- c) Notify the Police for a criminal offence and notify the Department of Child Safety for other abuse;
- d) Immediately provide the police officer with a copy of the written report regarding sexual abuse or suspected sexual abuse of a student under 18 years by a worker in the school;
- e) Notify the Anglican Church Director of Professional Standards and the General Secretary Uniting Church and the EDUCANG insurance company;
- g) Protect the identity of the person providing the information unless that person consents otherwise;

- h) Maintain strict confidentiality except when required by law;
- i) Where a parent / caregiver / adult makes a complaint on a student's behalf, the CEO or the Anglican Church Director of Professional Standards or the General Secretary Uniting Church must only enquire to the extent necessary to establish a reasonable suspicion that the abuse occurred;
- j) After the police have conducted their investigation, contact the alleged perpetrator of the complaint, listen to any explanation offered and then assure them of:
 - Respect for the person as being innocent until proven guilty;
 - Appropriate confidentiality; and
 - Pastoral assistance.
- k) Apply the Diocesan *Protocol for Dealing with Complaints of Abuse* criteria for the standing aside of the alleged perpetrator;
- l) Where the complaint is made by the victim personally, the receiver of the information needs to respond pastorally by:
 - Listening and re-assuring the person that s/he has taken the correct step in talking to someone;
 - Reassuring the victim that procedures will be followed and that the matter must not be kept a secret;
 - Explaining that in order to get help, somebody who understands these things, will have to be advised; and
 - Thereafter arranging for continuing pastoral assistance/counselling.
- m) Prepare a public relations response as appropriate and in collaboration with the Archbishop and Moderator.

4.3 Responding to Allegations of Harm - External to the College

4.3.1 Key Responsibilities

The CEO is responsible for:

- Reporting instances of harm and sexual abuse to the Department of Child Safety or the Police;
- Immediately providing copies of written reports regarding sexual abuse or suspected sexual abuse to a police officer;
- Assisting the Department of Child Safety and Police as requested;
- Reporting instances of harm and sexual abuse to the EDUCANG Board of Directors;
- Ensuring that when a student is interviewed at school, he/she is accompanied by someone trusted by the student;
- Providing pastoral support to the student;
- Offering pastoral support to the parent/s if appropriate;
- Measures [induction and ongoing in-service programs] to inform staff members of their responsibilities under the Act and this Policy.

The Head of College or Student Safety Officer are responsible for:

- Receiving reports of harm or suspected harm;
- Assisting in preparing written accounts of verbal reports;
- Reporting instances of harm, suspected harm or sexual abuse to the CEO or a Director;
- Assisting the CEO in gathering further information.

Staff members are responsible for:

- Assisting students with reporting to the School Safety Officer or Head of College instances of inappropriate behaviour;
- Reporting instances of harm to the CEO and supplying written reports;
- Immediately providing the CEO or Director with written reports regarding sexual abuse or suspected sexual abuse;
- Offering pastoral care and support to students who report child safety issues;
- Respecting confidentiality;
- Complying with all aspects of this policy.

4.4 General Procedures for Responding to Allegations of Harm, Inappropriate Behaviour or Abuse - Internal and External to the Colleges

4.4.1 Responding to Verbal Disclosure by a Student

When a student discloses harm to a staff member, the staff member is directed to respond sensitively and in the following manner:

- Convey belief;
- Validate the decision to tell;
- Not quiz for information;
- Make no promises;
- Let the student know what will happen when the report is made – that someone may come to the school to talk to them; their teacher can be with them; the people who can help will decide what is best to do;
- Record the exact words that the student used to disclose and their questions to them - this should be signed and dated. (include time); and
- Report to the CEO who will report to the Department of Child Safety or the Police.

4.4.2 Responding to Verbal Disclosure by Parents/ Other Concerned Adults

If a concerned adult discloses that they know of harm/neglect or lack of protection to a student or students, the staff member must report the information to the CEO.

When a parent discloses that he/she has harmed a student, the CEO should immediately offer pastoral assistance and referral for behavioural change through an Anglican or Uniting Church network or agency.

The CEO will also advise that the College will deal with the situation in accordance with the College's legal obligations.

4.4.3 Responding to Physical/ Behavioural Signs of Harm

Where a staff member is aware or reasonably suspects that harm has been caused to a student external to the College, the staff member must report the harm to the CEO. If the matter involves actual or suspected sexual abuse of a student by an employee, then it will need to be amended to include an immediate written report to the CEO or Director of the Board.

If the information is against the Head of College or Student Safety Officer, then the report is made to the CEO, who reports to the EDUCANG Board of Directors, and a copy of the report is to be provided to the Anglican Church Director of Professional Standards and the General Secretary Uniting Church. The Staff member must keep a written report of his/her actions.

If the information is against the CEO, then the report is made to the Chair of the Board of Directors, who will report to the Anglican Church Director of Professional Standards and the General Secretary Uniting Church.

4.4.4 Responding to Contact from the Department of Child Safety/Police

When a notification of harm is received by the Department of Child Safety or police officer, the decision may be made to talk to a student without the knowledge of their parents.

If so, a departmental or police officer will contact the Head of College, who will report to the CEO, and arrange a time to have contact with and talk to the student. The officer will explain the nature of the investigation, why it is necessary to talk to the student without the parents' knowledge and the legislative authority to do so. The agreed time will take into consideration the convenience of the College and the urgency of the investigation.

The Head of College and CEO are obliged to work with the relevant state authorities as requested.

a) *During the Interview*

Departmental officers, officers of the Police Service, or a combination of the two will come to the school to speak with the student. These officers will be specially trained in interviewing students and will be experienced in communicating with them and putting them at ease.

It is recommended that a staff member from the College sit in while the officers are talking to the student, both to serve as a support for them and observe the interview process. The staff member may or may not be the Student Safety Officer. It is desirable that this be someone the student chooses, knows and trusts. This may result in that person being involved in a court matter at a later date as a witness, and his / her role should be discussed before the interview begins.

b) *After the Interview*

After the officers have finished talking with the student, the Head of College and CEO will be told about the general outcome, what steps will now be taken if the student needs protection and the plan for advising their parents that the interview has taken place. The authorised departmental officer may decide to take the student into protective custody.

The departmental officer or police officer will inform the student's parents in person that they have spoken to their child and the reasons for this, i.e. investigating allegations of harm to their son or daughter. The College should not contact the parents in this regard.

If parents ask questions of the school after the interview, the school may indicate that an interview had taken place, but should refer the parents to either the Department of Child Safety or the Police Service.

Procedures in Dealing with Reports of Inappropriate Behaviour / Harm / Sexual Abuse

SUBJECT	IF	THEN
Reporting Harm [Ss 10 (5) (b) <i>Education (Accreditation of Non-State Schools) Regulation 2001</i>]	A] You are a Student and you are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 years at the time of the harm	Report the matter to the Child Safety Officer, Head of College or any other staff member
	B] You are a Staff Member or the Child Safety Officer and you are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 years at the time of the harm; or you receive a report under [A] above	Report the matter to the CEO. Keep a written record of your actions. Complete Form 2 Part A and hand it to the CEO.
	C] You are the CEO and receive a report under [A] or [B] above and you are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 years at the time of the harm	Report the matter to the relevant state and church authorities. The CEO will report also to the Board of Directors.
Reporting Inappropriate Behaviour [Ss 10 (3) and (4) <i>Education (Accreditation of Non-State Schools) Regulation 2001</i>]	A] You are a Student and you wish to report behaviour by a staff member which you consider inappropriate	Report the behaviour to the Head of College or Child Safety Officer or any other Staff Member.
	B] You are the Child Safety Officer or a Staff Member and you receive a report under [A] above	Complete Form 1 and hand it to the Head of College. Keep a written record of your actions.
	C] You are the Head of College or Campus Principal and you receive a report under [A] or [B] above	Report the matter to the CEO, who will consult and decide on the investigation process. The CEO will seek the assistance of the Head of College to make enquiries of student to establish that the matter is 'inappropriate behaviour' and not 'harm' or 'sexual abuse'. If 'inappropriate behaviour' commence investigation by interviewing student, staff member named, and other person/s. CEO will complete report, make recommendations and take appropriate action based on findings. The Board of Directors will be advised of the outcome.
Reporting Sexual Abuse [S146B of <i>Education (General Provisions) Act</i>]	A] You are a Staff Member and become aware or reasonably suspect that an employee of the school has sexually abused a student of the school who is, or was at the time of the abuse, aged under 18 years.	Provide a written report on Form 3 about the matter to the CEO or Director of Board immediately. The CEO will bring a report to the Board of Directors. The report must contain all required information.
	B] You are the CEO or a Board Director and you receive a report under [A] above	Provide a copy of the report to a police officer immediately. Advise the Chair of Board, the Anglican Church Director of Professional Standards and the General Secretary Uniting Church.

..... COLLEGE

REPORT of INAPPROPRIATE BEHAVIOUR

Name of Student	
Class/Year	
Name of Class Teacher	
Name of Safety Officer	

Details of alleged Inappropriate Behaviour [as verbally reported by student or teacher]:

Nature of Complaint:

Names of any person/s who observed alleged behaviour and date/s interviewed by Safety Officer:

1. Name:.....Date:.....
2. Name:.....Date:.....
3. Name:.....Date:.....

Preliminary Assessment [by Safety Officer] and Recommendation/s for further action:

Reported to Head of College:

Time:.....Date:.....Signature:.....

I declare that I will respect the requirements of confidentiality in this matter unless as otherwise required by law.

Signed: _____ Date: _____

..... COLLEGE

REPORT of HARM or SUSPECTED HARM

PART A
[School Safety Officer to complete]

Name of Student	
Class/Year	
Name of REPORTING Teacher	
Date and time of Report	

Nature of Harm or Suspected Harm:

Source of Information:

Identity of alleged perpetrator [if known]:

Please tick **one**: Internal to school External to school

Reported to Head of College:

Time:.....Date:.....Signature:.....

I declare that I will respect the requirements of confidentiality in this matter unless as otherwise required by law.

Signed: _____ Date: _____

PART B
[CEO to complete]

Please delete one:

On the basis of the above report and my preliminary enquiries, I am aware or reasonably suspect that harm has been caused to the above-named student.

OR

On the basis of the above report and my preliminary enquiries, I am NOT aware or DO NOT reasonably suspect that harm has been caused to the above-named student.

Signature of CEO:

Date:

Assessment of CEO:

Harm

[This form is completed]

Sexual Abuse

[Form 3 must be completed]

Inappropriate Behaviour

Report to State Authority [if assessed as HARM]		
Name of Authority/ies	Name of person/s to whom reported	Date and Time when report/s made
<p>Anglican Church Director of Professional Standards advised:</p> <p>General Secretary Uniting Church advised:</p>		

Action/s:

Issue dealt with under other Policy:

Internal investigation required:

Counselling offered to [name]:

Performance management process put into place:

Referral to another body [name]:

Pastoral care offered:

Other action/s [specify]:

Name of CEO:	
Signature:	
Date:	

I declare that I will respect the requirements of confidentiality in this matter unless as otherwise required by law.

Signed:

Date:

.....SCHOOL

MANDATORY REPORT of SUSPECTED or ACTUAL SEXUAL ABUSE

Name of Person providing information [the 'first' person]	
Name of Student	Age: _____ Gender: _____
Name of Staff Member who has abused or is suspected of abusing student	
Name/s of other person/s who may have information	

Details of basis for 'first person' becoming aware, or reasonably suspecting, sexual abuse:

Details of the abuse or suspected abuse:

Report to Police:		
Unit to which reported	Name of person/s to whom reported	Date and Time when report made

Director of Professional Standards advised:

Uniting Church advised:

Signature of CEO:	
Date:	