



**DJARRAGUN  
COLLEGE**

# Djarragun College Child Protection Program

Overview of the Djarragun College Child Protection Program

## Document Information

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# 1 Purpose

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## 1.1 Purpose of College Child Protection Program

The purpose of this Child Protection Program is to provide written processes that accord with best practice and comply with legislation about:

- (a) how the College will respond to harm, or allegations of harm, to students; and
- (b) the appropriate conduct of the College's Staff and students.

These written processes include:

- (c) a process for reporting inappropriate behaviour by a Staff member and how such reports are to be dealt with;
- (d) a process for reporting actual, suspected or likely sexual abuse in accordance with sections 366 and 366A of the *Education (General Provisions) Act 2006* (Qld); and
- (e) a process for reporting a reportable suspicion under sections 13E and 13G of the *Child Protection Act 1999* (Qld), or other harm.

## 2 Scope

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### 2.1 Scope of College Child Protection Program

This program applies to all students, parents and Staff (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 the College).

## 3 Health and Safety

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### 3.1 Health and Safety within the Child Protection Program

The School has written processes in place about the health and safety of its Staff and students in accordance with relevant workplace health and safety legislation<sup>1</sup> Refer to the College's *Work Health and Safety Policy and Procedures*.

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<sup>1</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.15*

## 4 Responding to Reports of Harm

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### 4.1 Overview of Responding to Reports of Harm

When the College receives any information alleging harm<sup>2</sup> to a student, it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can.

In dealing with matters arising under this Policy, the College will:

- (a) Act as promptly as possible in the circumstances, and keep all relevant parties informed of progress;
- (b) Provide support for all parties involved in a matter being dealt with under this Policy, including students, parents and Staff as applicable. Such support might include professional counselling (either internal or external);
- (c) Not permit a Staff member to continue to work in a position if based on the information available there is an unacceptable risk of harm;
- (d) Inform parents as soon as practicable of matters involving their child, unless circumstances suggest it would not be in the student's interests to do so;
- (e) Ensure there are at least two representatives of the College present at any interviews with a student, where practical;
- (f) Observe appropriate confidentiality. The College is unable to guarantee absolute confidentiality since applicable legislation and its policies will require disclosing, internally and externally, certain details involved in responding to complaints; and
- (g) Keep a confidential record of what has occurred, including in individual student files, Staff files and centrally, as appropriate. The College's *Privacy Policy* sets out how the College manages personal information provided to or collected by it that is covered by the *Privacy Act 1988* (Cth).

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<sup>2</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

## 5 Conduct of Staff and Students

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### 5.1 Overview of Conduct of Staff and Students

All Staff must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff must not cause harm to students<sup>3</sup>.

All Staff, students and parents must comply with this Policy, including the reporting obligations detailed in **Appendix 1** to this Policy.

Staff, students and parents should be aware that:

- (a) The role of a person reporting a matter under this Policy is not an investigative one. Students, parents or Staff must not undertake investigations beyond satisfying themselves that they have reasonable grounds to suspect harm, or a risk of harm.
- (b) Relevant legislation provides for protections from liability for persons who, acting honestly and reasonably, notify or give information to Child Safety or the Police.
- (c) Child Safety operates under strict laws of confidentiality. This means Child Safety does not divulge:
  - the identity of the person reporting the matter, except to others requiring the information to perform duties under the *Child Protection Act 1999*; nor
  - information about an investigation to the person reporting the matter.
- (d) Reprisals against students or others who make a report under this Policy will not be tolerated by the College. No person may retaliate against a person acting reasonably and honestly who provides information under this Policy to a person who needs to know that information.

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<sup>3</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

## 6 Reporting Inappropriate Behaviour

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### 6.1 Overview of Reporting Inappropriate Behaviour

If a student or parent considers the behaviour of a Staff member to be inappropriate, the student or parent should report the behaviour to a Student Co-ordinator, teacher, Deputy Principal or Principal.

The College has also appointed Child Protection Contact Officers and Senior Child Protection Contact Officers who are trained to support students who report inappropriate behaviour of staff members.

All reporting obligations are detailed in **Appendix 1** to this Policy.

## 7 Dealing with Report of Inappropriate Behaviour

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### 7.1 Overview of Reporting Inappropriate Behaviour

A Staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the Staff member must inform the Chair of the Djarragun College Board<sup>4</sup> or a Child Protection Contact Officer or Senior Child Protection Contact Officer.

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to a Child Protection Contact Officer, Senior Child Protection Contact Officer or member of the College staff as soon as possible.

All reporting obligations are detailed in **Appendix 1** to this Policy.

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<sup>4</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)*

## 8 Reporting Sexual or Likely Sexual Abuse

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### 8.1 Overview of Reporting Sexual Abuse or Likely Sexual Abuse

Sections 366 and 366A of the *Education (General Provisions) Act 2006* state that if a Staff member becomes aware, or reasonably suspects in the course of their employment at the College, that any of the following has been or is likely to be sexually abused<sup>5</sup> by another person:

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

then the Staff member must give a written report about the abuse, suspected abuse or likely abuse to the Principal, Child Protection Officer or to the Chair of the Djarragun College Board immediately (see **Appendix 2** Reporting Harm Template).

The Principal or member of the College's Board of Directors must then immediately give a copy of the Staff member's report to a police officer.

If the Staff member who becomes aware of, or reasonably suspects sexual abuse or likely sexual abuse is the Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also immediately give a copy of the report to the Chair of Djarragun College Ltd.

A report under this section 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 or is likely to be sexually abused by another person;
- (d) in the case of actual or suspected abuse, details of the abuse or suspected abuse;
- (e) any of the following information of which the first person is aware:
  - the student's age;
  - the identity of the person who has abused, or is suspected to have abused, or be likely to abuse, the student; and

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<sup>5</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

- the identity of anyone else who may have information about the abuse or suspected abuse or likelihood of abuse<sup>6</sup>.

All reporting obligations are detailed in **Appendix 1** to this Policy.

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<sup>6</sup> *Education (General Provisions) Regulation 2006 (Qld) ss.68 and 68A.*

## 9 Reporting Physical and Sexual Abuse

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### 9.1 Overview of Reporting Physical and Sexual Abuse

Under Section 13E (3) of the *Child Protection Act 1999*, if a 'relevant person' including a registered nurse or a teacher forms a 'reportable suspicion' about a child in the course of their engagement in their profession, they must make a written report to Child Safety.

A **reportable suspicion** about a child is a reasonable suspicion that the child:

- (a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- (b) may not have a parent able and willing to protect the child from the harm.

A report under this section must include the following particulars:

- (a) state the basis on which the person has formed the reportable suspicion, and
- (b) include the following information prescribed by regulation, to the extent of the person's knowledge:<sup>7</sup>
  - the child's name and sex;
  - the child's age;
  - details of how to contact the child (for example, the address at which the child usually lives or the name and address of the school the child attends);
  - details of the harm to which the reportable suspicion relates;
  - particulars of the identity of the person suspected of causing the child to have suffered, or suffer or be at risk of suffering, the harm to which the reportable suspicion relates; and
  - particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.

All reporting obligations are detailed in **Appendix 1** to this Policy.

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<sup>7</sup> *Child Protection Act 1999 (Qld) s.13G (2). Child Protection Regulation 2011 (Qld) s. 10.*

# 10 Self-Harm

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## 10.1 Overview of Responding to Self-Harm

During their schooling, some students may be at risk of harming themselves. This harm may occur with or without suicidal intent; or may be symptomatic of, or associated with, a known medical condition or intellectual disability. In a case where self-harm occurs or is reasonably suspected of occurring or likely to occur, in a context of parents not acting protectively, it may be necessary to report the harm externally under this Policy (see **Appendix 1** and **Appendix 2**).

In the case of an acutely distressed student, the immediate safety of the student is paramount. Staff members must (in order):

- (a) ensure the immediate safety of the student;
- (b) arrange for an adult to be with the student at all times; and
- (c) consult and report as required under this Policy.

While it is important to provide support to a student, Staff members must be careful not to substitute support for professional help.

Not all cases of self-harm relate to suicidal intent. Students may engage in a variety of high-risk behaviours, such as: alcohol/substance abuse; drug-taking; unsafe promiscuity; or cutting/burning oneself. The College provides a range of educational programmes to assist students to make appropriate choices in relation to drug and alcohol use and sexual activity.

## 11 Bullying, Discrimination and Sexual Harassment

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### 11.1 Overview of Bullying, Discrimination and Sexual Harassment

The College has policies dealing with bullying, discrimination and sexual harassment. These are:

- (a) Responsible Behaviour Plan;
- (b) Anti-Discrimination Policy; and
- (c) Sexual Harassment in the Workplace Policy.

The College recognises that bullying, discrimination and sexual harassment may amount to harm to a student. If harm is reasonably suspected, it must be managed without exception in accordance with reporting obligations are detailed in **Appendix 1** to this Policy.

## 12 Awareness and Communication

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### 12.1 Communication with College Community

The College will inform Staff, students and parents of its processes under this Policy in communications<sup>8</sup> to them.

The College will:

- (a) Publish this Policy so that it is available to Staff, students and parents on the College's Website;
- (b) Inform parents about the Policy as part of their induction to the College;
- (c) Inform students about the Policy during Year Group meetings and in pastoral care sessions;
- (d) Ensure each Staff member acknowledges that they have read and understood this Policy;
- (e) Remind Staff members of their obligations under this Policy at the commencement of each School semester;
- (f) Ensure a hard copy of this Policy is available from the College's administration upon request;
- (g) Refer to this Policy in the College Staff Bulletin and Newsletter, at least twice each year; and
- (h) Permanently display a copy of this Policy in the Student Services Hub.

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<sup>8</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)*

## 13 Training

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### 13.1 Overview of Child Protection Training

The College will train employees and certain other Staff in its processes under this Policy on their induction and will refresh training annually<sup>9</sup>. The College will keep records of this training on each staff member's HR file.

The College will also provide informal updates at Staff meetings about this Policy and discussions about the Policy between managers and their Staff.

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<sup>9</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)*

## 14 Implementing the Processes and Procedures

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### 14.1 Overview and Commitment of Implementation

The College will ensure it is implementing its processes under this Policy by auditing compliance with the processes at least annually<sup>10</sup>

### 14.2 Accessibility of Processes

This Policy is accessible to Staff, students and parents on the College's website and a hard copy is available from the College's administration office<sup>11</sup>.

### 14.3 Breach of this Policy

The College will take appropriate action against any person who breaches this Policy including, in the case of a Staff member, disciplinary action up to and including termination.

Once a matter has been reported to external authorities, the College will cooperate with those authorities. However, the College is not required to await the outcome of any external processes before taking any internal disciplinary or other action.

### 14.4 Complaints Procedure

Suggestions of non-compliance with the College's processes under this Policy may be submitted as complaints under the College's *Child Protection Breach Management Plan, including the Child Protection Breach Reporting Form* or grievances under the *Grievance Procedures*.<sup>12</sup>

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<sup>10</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)*

<sup>11</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)*

<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

## 15 Related Documents

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### 15.1 Related Documents to Supplement this Policy

The College will ensure it is implementing its processes under this Policy by auditing compliance with the processes at least annually<sup>13</sup>

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<sup>13</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)*

## 16 Appendices to this Policy

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### 16.1 Appendices to this Policy

**Appendix 1** – Child Protection - Reporting by Legislation

**Appendix 2** – Reporting Form Template

## 17 Definitions

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### 17.1 Section 9 of the Child Protection Act 1999 – Harm

Under Section 9 of the Child Protection Act 1999 - “harm”, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.

It is immaterial how the harm is caused.

- (a) Harm can be caused by:
- physical, psychological or emotional abuse or neglect; or
  - sexual abuse or exploitation.
- (b) Harm can be:
- a single act, omission or circumstance; or
  - a series or combination of acts, omissions or circumstances.

### 17.2 Section 10 of the Child Protection Act 1999 – A Child in Need of Protection

Under Section 10 of the *Child Protection Act 1999* - A “child in need of protection” is a student who:

- (a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
- (b) does not have a parent able and willing to protect the child from the harm.

### 17.3 Section 364 of the Education (General Provisions) Act 2006 – Sexual Abuse

Under Section 364 of the *Education (General Provisions) Act 2006* - “sexual abuse”, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:

- (a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- (b) the relevant person has less power than the other person;
- (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

## 18 Review

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### 18.1 Overview of Review Cycle

This policy shall be reviewed annually or earlier to address any legislative changes or changes to organisational practices that would necessitate a review.

# 19 Appendices

## 19.1 Appendix 1 – Child Protection (Reporting by Legislation)

Legislation	If	Then
Reporting of <b>sexual abuse</b> or <b>likely sexual abuse</b> under sections 366 and 366B of the <i>Education (General Provisions) Act 2006</i>	<ul style="list-style-type: none"> <li>You are a School staff member, including a teacher; <b>and</b></li> <li>You are aware or reasonably suspect that a student has been, or is likely to be, sexually abused by another person</li> </ul>	<ol style="list-style-type: none"> <li>Complete the College's reporting form</li> <li>Give the report to your Principal</li> <li>The Principal will make a report to the Police               <ul style="list-style-type: none"> <li>As an alternative, the Act allows for giving your report to a member of the Djarragun College Board, who will forward it to the Police</li> </ul> </li> <li>Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>You are a Principal or a member of the College's Board of Directors; <b>and</b></li> <li>A Staff member, including a teacher or registered nurse, reports a concern that a student has been, or is likely to be, sexually abused by another person</li> </ul>	<ol style="list-style-type: none"> <li>Receive the College's reporting form</li> <li>Make a report to the Police</li> <li>Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>You are a Principal; <b>and</b></li> <li>You are the first person to be aware or reasonably suspect a student has been, or is likely to be, sexually abused by another person</li> </ul>	<ol style="list-style-type: none"> <li>Complete the College's reporting form</li> <li>Make a report to the Police</li> <li>Give the Chair of Djarragun College Board a copy of the report</li> <li>Keep appropriate records of your decisions and actions</li> </ol>
Reporting of <b>sexual and physical abuse</b> under sections 13E and 13G of the <i>Child Protection Act 1999</i>	<ul style="list-style-type: none"> <li>You are a teacher or registered nurse; <b>and</b></li> <li>You have a "reportable suspicion", i.e. a reasonable suspicion that a child—           <ol style="list-style-type: none"> <li>has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by <b>sexual or physical abuse</b>; <b>and</b></li> <li>may not have a parent able and willing to protect the child from the harm</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>Complete the College's reporting form</li> <li>Confer with the Principal regarding your concerns</li> <li>Work through the Child Protection Guide with the Principal</li> <li>The Principal will report to Child Safety and will inform you of their report; this fulfils your duty to report as you know that Child Safety is aware of the concern           <ul style="list-style-type: none"> <li>You must report directly to Child Safety if you are not made aware of the report</li> </ul> </li> <li>Keep appropriate records of your decisions and actions</li> </ol>

Legislation	If	Then
	<ul style="list-style-type: none"> <li>• You are a Principal; <b>and</b></li> <li>• A teacher or registered nurse confers with you regarding a reportable suspicion</li> </ul>	<ol style="list-style-type: none"> <li>1. Confer with the teacher regarding their concerns</li> <li>2. Work through the Child Protection Guide with the teacher or registered nurse</li> <li>3. Report to Child Safety</li> <li>4. Inform the teacher / registered nurse of the report</li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
Referral of a concern about <b>harm</b> under Chapter 5A of the <i>Child Protection Act 1999</i>	<ul style="list-style-type: none"> <li>• You are a School Staff member, including a teacher or registered nurse; <b>and</b></li> <li>• You have a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College's reporting form</li> <li>2. Discuss your concerns with the Principal</li> <li>3. Work through the Child Protection Guide with the Principal</li> <li>4. The Principal may decide to:               <ol style="list-style-type: none"> <li>a) Offer support at the College level</li> <li>b) Seek parental consent to refer to Family and Child Connect (FCC) and then make the referral</li> <li>c) Refer a family to FCC without consent (<b>a Principal-only power</b>)</li> </ol> </li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are the Principal; <b>and</b></li> <li>• A Staff member, including a teacher or registered nurse, reports a concern about harm to a child that does not reach the level of reporting to Child Safety</li> </ul>	<ol style="list-style-type: none"> <li>1. Receive the College's reporting form</li> <li>2. Work through the Child Protection Guide with the staff member</li> <li>3. Decide to:               <ol style="list-style-type: none"> <li>a) Offer support at the College level</li> <li>b) Seek parental consent to refer to FCC and then make the referral</li> <li>c) Refer a family to FCC without consent (<b>a Principal-only power</b>)</li> </ol> </li> <li>4. Keep appropriate records of your decisions and actions</li> </ol>

Legislation	If	Then
Reporting of <b>harm</b> (other than sexual abuse) under section 16 of the <i>Education (Accreditation of Non-State Schools) Regulations 2017</i>	<ul style="list-style-type: none"> <li>• You are a Staff member, including a teacher or registered nurse; <b>and</b></li> <li>• You are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by any type of abuse (see below); <b>and</b></li> <li>• You are aware or reasonably suspect that a student may not have a parent able and willing to protect the child from harm               <ul style="list-style-type: none"> <li>➤ Note: If the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College's reporting form</li> <li>2. Confer with the Principal regarding your concerns</li> <li>3. Work through the Child Protection Guide with the Principal</li> <li>4. The Principal will report to Child Safety and will inform you of their report; this fulfils your duty to report as you know that Child Safety is aware of the concern               <ul style="list-style-type: none"> <li>➤ You must report directly to Child Safety if you are not made aware of the report</li> </ul> </li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are the Principal; <b>and</b></li> <li>• A Staff member has reported a concern that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm and that the student may not have a parent willing and able to protect them               <ul style="list-style-type: none"> <li>➤ Note: If the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Receive the College's reporting form</li> <li>2. Work through the Child Protection Guide with the Staff member</li> <li>3. Make a report to Child Safety</li> <li>4. Inform the Staff member of the report</li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
Reporting of <b>inappropriate behaviour</b> under section 16 of the <i>Education (Accreditation of Non-State Schools) Regulations 2017</i>	<ul style="list-style-type: none"> <li>• You are a student or parent; <b>and</b></li> <li>• A Staff member at the School has behaved in a way you consider is inappropriate</li> </ul>	<ol style="list-style-type: none"> <li>1. Report the behaviour to your Student Co-ordinator, Deputy Principal, Principal or Child Protection Officers.</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Staff member; <b>and</b></li> <li>• A student has reported to you behaviour of another Staff member that the student considers is inappropriate               <ul style="list-style-type: none"> <li>➤ Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College's reporting form</li> <li>2. Discuss the student's report with your Principal</li> <li>3. The Principal will take appropriate action in the circumstances</li> <li>4. Keep appropriate records of your decisions and actions</li> </ol>

<ul style="list-style-type: none"> <li>• You are the Principal; <b>and</b></li> <li>• A Staff member has reported to you a student's report of the inappropriate behaviour of another Staff member <ul style="list-style-type: none"> <li>➤ Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Receive the College's reporting form</li> <li>2. Interview the student reporting the behaviour</li> <li>3. Interview the Staff member named in the report as engaging in inappropriate behaviour</li> <li>4. Interview any other person who may be able to provide useful information</li> <li>5. Take appropriate action on the basis of your investigation</li> <li>6. Keep appropriate records</li> </ol>
If	Then
<ul style="list-style-type: none"> <li>• You are a Principal; and</li> <li>• The School is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher</li> </ul>	<ol style="list-style-type: none"> <li>1. As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers</li> <li>2. The notice must include the following: <ol style="list-style-type: none"> <li>a) the name of the Principal;</li> <li>b) the name of the School;</li> <li>c) the name of the relevant teacher;</li> <li>d) the day the investigation started; and</li> <li>e) the allegation, particulars of the allegation and any other relevant information <ul style="list-style-type: none"> <li>➤ See the Employing Authority Guidelines for more information</li> </ul> </li> </ol> </li> </ol>

## 19.2 Appendix 2 – Reporting Form Template

Private and Confidential  
Report of Suspected or Likely Harm or Sexual  
Abuse

Date:
School: Djarragun College
School Phone: (07) 4043 3777
School Fax: (07) 4027 9663

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

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Is the student in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE</b> (Attach extra pages if necessary).
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**Details of any harm and/or sexual abuse to the student** – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse

Additional information provided as an attachment      YES       NO

<b>Name of Staff member making report to the Statutory Agency if not the Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position:</b>		
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal's email address:</b> <a href="mailto:principal@djarragun.qld.edu.au">principal@djarragun.qld.edu.au</a>		
<b>Response requested by school:</b>		

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

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