

Darlingia Forest School

Child Protection and Risk Management

Purpose:	<p>This document explains:</p> <p>(a) how the school will respond to harm, or allegations of harm, to students under 18 years;</p> <p>(b) the appropriate conduct of the school's staff and students; and</p> <p>(c) our strategy to minimise risk to student safety ensuring the safety and wellbeing of all students.</p>	
Scope:	<p>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.</p>	
Status:	Approved	Supersedes: March 2024
Authorised by:	Board Chair	Date of Authorisation: May 2024
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2020 (Qld) • Civil Liability Act 2003 (Qld) • Criminal Code Act 1899 (sections 229BB and 229BC) • Human Rights Act 2019 (Qld) • Information Privacy Act 2009 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Education (Queensland College of Teachers) Act 2005 (Qld) • Education and Care Services National Law (Queensland) • Education and Care Services National Regulations • Child and Youth Risk Management Strategy Toolkit • Restricted Person Declaration Form • DFS Complaints Handling Policy & Procedure • DFS Risk Management Policy & Risk Benefit Register • DFS Incident Register • DFS Visitors Policy • Staff & Visitors Code of Conduct (see section on conduct towards children) • DFS WHS Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>) 	
Policy Owner:	School Board	Next Review Date: May 2025

Definitions

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

Section 10 of the *Child Protection Act 1999*: A "child in need of protection" is a child 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.

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.

Policy Statement

Darlingia Forest School is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. Our school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011 (Qld)* and the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*.

Responding to Reports of Harm

When the school receives any information alleging 'harm' to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out on page 9 and onwards in this document. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.

Conduct of Staff and Students

All staff, contractors and volunteers must 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 students.

Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to: -

- Teacher, Lynda Hunter, or
- Support Worker, Naomi Ballard, or
- Teaching Principal, Deborah Schiel Zaini

Dealing with Report of 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 a member of the school's governing body. Reports will be dealt with using the *DFS Complaints Handling Policy and Procedure* available on the school's website, or at the school's sign-in desk, or on request from the school office.

Reporting Sexual Abuse

Section 366 of the *Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the school, that any of the following has been sexually abused 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: -
 - i. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - ii. is not enrolled in the preparatory year at the school.

then the staff member must give a **written report** about the abuse or suspected abuse to the school principal or to a director of the school's governing body immediately. *The staff member must use the 'Report of Suspected Harm or Sexual Abuse' in Appendix 1 of this document.*

The school principal or the director must immediately give a copy of the report to a police officer and notify the school's current insurer that a report has been made.

If the first person who becomes aware or reasonably suspects sexual abuse is the school principal, the principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a director of the school's governing body immediately and notify the school's current insurer that a report has been made. *The principal must use the 'Report of Suspected Harm or Sexual Abuse' in Appendix 1 of this document.*

A report under this section must include the following particulars:

- 1) the name of the person giving the report (the first person);
- 2) the student's name and sex;
- 3) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- 4) details of the abuse or suspected abuse;
- 5) any of the following information of which the first person is aware:
 - a) the student's age;
 - b) the identity of the person who has abused, or is suspected to have abused, the student;
 - c) the identity of anyone else who may have information about the abuse or suspected abuse.

Reporting Likely Sexual Abuse

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the school, that any of the following is likely to be sexually abused 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: -
- i. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - ii. is not enrolled in the preparatory year at the school.

then the staff member must give a **written report** about the suspicion to the school principal or to a director of the school's governing body immediately. *The staff member must use the 'Report of Suspected Harm or Sexual Abuse' in Appendix 1 of this document.*

The school principal or the director must immediately give a copy of the report to a police officer and notify the school's current insurer that a report has been made.

If the first person who reasonably suspects likely sexual abuse is the school principal, the principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a director of the school's governing body immediately and notify the school's current insurer that a report has been made. *The principal must use the 'Report of Suspected Harm or Sexual Abuse' in Appendix 1 of this document.*

A report under this section must include the following particulars:

- 1) the name of the person giving the report (the first person);
- 2) the student's name and sex;
- 3) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- 4) any of the following information of which the first person is aware:
 - a) the student's age;
 - b) the identity of the person who is suspected to be likely to sexually abuse the student;
 - c) the identity of anyone else who may have information about suspected likelihood of abuse.

Reporting Physical and Sexual Abuse

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an early education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

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.

The doctor, nurse, teacher or early education and care professional must give a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). The doctor, nurse, teacher or early education and care professional should give a copy of the report to the school principal. *Staff members must use the 'Report of Suspected Harm or Sexual Abuse' in Appendix 1 of this document.*

A report under this section must include the following particulars:

- 1) the basis on which the person has formed the reportable suspicion;
- 2) the child's name, age and sex descriptor;
- 3) details of how to contact the child;
- 4) details of the harm to which the reportable suspicion relates;
- 5) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;

- 6) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.

Child Safety Regional Intake Service, Far North Queensland, phone: 1300 684 062
Child Safety After Hours Service Centre, phone: 1800 177 135

Responsibilities under Criminal Code Act 1899 (Qld)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

Failure to Report

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school. A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Education (General Provisions) Act 2006* (reporting sexual abuse or likely sexual abuse) and the *Child Protection Act 1999* (reporting significant harm or risk of significant harm) as per this policy.

Failure to Protect

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

Recognising Child Physical Abuse

Physical abuse happens when a child has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries.

Physical abuse can include:

- hitting
- shaking
- choking
- smothering
- throwing
- burning
- biting
- poisoning
- using physical restraints.

Signs of physical abuse may include:

- Broken bones or unexplained bruising or burns in different stages of healing.
- Being unable to explain an injury or giving inconsistent, vague or unlikely explanations for an injury.
- Having unusual or unexplained internal injuries.
- History of family violence.

- Delay between injury and seeking medical assistance.
- Repeated visits to the doctor with injuries, poisoning or minor complaints.
- Being unusually frightened of a parent or carer.
- Wearing inappropriate clothing in warm weather (to hide bruises, cuts or marks).
- Avoiding physical contact.
- Becoming scared when other children cry or shout.
- Being excessively friendly to strangers.
- Starting fires or being fascinated with fire.
- Destroying property.
- Hurting animals.

Recognising Child Sexual Abuse

Child sexual abuse is when an adult, a stronger child or a teenager involves a child in sexual activity.

Sexual abuse can be physical, verbal or emotional, including:

- kissing, holding or fondling a child in a sexual way
- exposing genitals to a child
- talking in a sexual way that's not appropriate for the child's age
- making obscene phone calls, text messages or remarks
- persistently intruding on a child's privacy
- penetrating a child's vagina or anus by penis, finger or other object
- having sex with a child under 16 years of age
- showing pornographic films, magazines or photographs to a child
- having a child pose or behave in a sexual way
- forcing a child or young person to watch a sexual act
- forcing a child or young person to have sex with another child
- oral sex
- rape
- incest
- child prostitution.

In addition to the signs of child abuse outlined above, children who've been sexually abused may also:

- know more about sexual activities than other children their age
- play in a sexual way
- masturbate more than what's normal for their age and stage of development
- refuse to undress for activities or often wearing layers of clothing
- have bruising, bleeding, swelling, tears or cuts on their genitals or anus
- have unusual vaginal odour or discharge
- have itching or pain in the genital area, difficulty going to the toilet, walking or sitting
- have a sexually transmitted disease, especially in a young child
- have torn, stained or bloody clothing, especially underwear
- be afraid of being alone with a particular person
- be frequently depressed, feel suicidal or attempt suicide
- create stories, poems or artwork about abuse.

www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/

Grooming Behaviour

Pursuant to Section 218B of the *Criminal Code Act 1899*: **Grooming** child under 16 years or parent or carer of child under 16 years, an adult who engages in conduct in relation to a child, or a person who has care of a child, with intent to

- (a) facilitate the procurement of the child to engage in a sexual act, either in Queensland or elsewhere;
- (b) expose, without legitimate reason, the child to any indecent matter, either in Queensland or elsewhere;

commits a crime.

A child engages in a sexual act if the child

- (a) allows a sexual act to be done to the child; or
- (b) does a sexual act to the child's own body or the body of another person; or
- (c) otherwise engages in an act of an indecent nature.

This is not limited to sexual intercourse or acts involving physical contact. It is not necessary to prove that the adult intended to facilitate the procurement of the child to engage in any particular sexual act; and it does not matter that, by reason of circumstances not known to the adult, it is impossible in fact for the child to engage in the sexual act; and it does not matter when the adult intended the child would be procured to engage in a sexual act.

A reference to a child, in relation to an adult engaging in conduct in relation to a child, is a reference to a person under 16 years; or a person the adult believes is under 16 years, whether the person is a real person or a fictitious person who is represented to the adult as a real person under 16 years; and it does not matter when the adult intended the child would be procured to engage in a sexual act.

Recognising grooming

Grooming refers to the way some offenders form relationships and build trust with parents, carers, teachers and other children in order to get close to a child and create the opportunity for sexual abuse. Grooming can be difficult to identify as the behaviour itself may not be abusive or sexual. It is also important to note that not all offenders use grooming techniques.

Examples of grooming include:

- regularly offering to babysit a child for free or take a child on overnight outings alone
- actively excluding a child from other adults or children
- insisting on physical affection, such as kissing, hugging, wrestling or tickling even when the child clearly doesn't want it
- being overly interested in a child's sexual development
- insisting on being alone with a child without interruption
- taking lots of pictures of children
- using sexually explicit language with a child
- sharing alcohol or drugs with a child

www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/child-sexual-abuse/child-sexual-abuse-protect

Awareness

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website.

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request from the school administration.

Training

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually.

Implementing the Processes

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints using *DFS Complaints Handling Policy and Procedure*.

Child Risk Management Strategy

Darlingia Forest School is committed to acting in accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Qld) ("the Act"). To promote the safety and wellbeing of students our school will implement the measures outlined below.

1. Code of Conduct

At Darlingia Forest School we expect our employees and volunteers to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of Darlingia Forest School's fulfilment of the requirements of the *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) Schedule 1 s.2(2).

2. Recruitment, Selection, Training and Management Procedures

Darlingia Forest School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, the school will:

- Ensure that its **recruitment and selection procedures** act to reduce the risk of harm to children from employees via:
 - o **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, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required.
 - o **Advertising the position with a clear statement** about the school'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.
 - o **A selection process** that includes assessing the application via an interview process, reference check from previous employer, and other checks (as identified above) based on the accurate position description.

- o **A probationary period** of employment, which allows the school to further assess the suitability of the new employee 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 students from employees via:
 - o Management processes that are consistent, fair and supportive.
 - o Performance management processes to help employees to improve their performance in a positive manner.
 - o Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling.
 - o An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - o Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures,
 - identifying, assessing and minimising risks to students,
 - handling a disclosure or suspicion of harm to a child.
 - o Keeping a record of the training provided to employees.
 - o 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.

This commitment is evidence of Darlingia Forest School's fulfilment of the requirements of the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* Schedule 1 s.2(3).

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under *Darlingia Forest School's Child Protection and Risk Management* document, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the '*Report of Suspected Harm or Sexual Abuse*' Form in Appendix 1 of this document. Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the school principal of Darlingia Forest School will report to the Queensland College

of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*. This commitment is evidence of Darlingia Forest School's fulfilment of the requirements of Schedule 1 s.2(4).

4. Managing Breaches of this Child Risk Management Strategy

Darlingia Forest School is committed to appropriately managing breaches of this Child Protection Risk Management Policy & Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Staff Code of Conduct and Complaints Handling Policy and Procedure.

5. Implementing and Reviewing the Child Risk Management Strategy

This document and its related policies and procedures are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to implementation. The introduction to this document and the "Compliance and Monitoring" section below state Darlingia Forest School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to review.

6. Blue Card Policies and Procedures

Darlingia Forest School is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, the School will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Darlingia Forest School's position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.

- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of Darlingia Forest School's fulfilment of the requirements of Schedule 1 s.2(6)(b).

7. High Risk Management Plans

Darlingia Forest School is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. Darlingia Forest School will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of Darlingia Forest School's fulfilment of the requirements of Schedule 1 s.2(7).

8. Strategies of Communication and Support

Darlingia Forest School's commitment to making this Child Protection and Risk Management document available to students, parents and employees via its website is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

Darlingia Forest School is committed to training employees in relation to risks to students and will conduct this training regularly via annual training and updates at staff meetings, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

Responsibilities

Darlingia Forest School is responsible for developing and implementing this document and related policies and procedures to ensure it fulfils its obligations. All employees at Darlingia Forest School are responsible for acting in compliance with this document and related policies and procedures.

Compliance and Monitoring

Darlingia Forest School is committed to the **annual review** of this document. The school will also record, monitor and report to the school board and the school management regarding any breaches of this document. In addition, Darlingia Forest School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Links

- **Online Child Safety Report**
<https://secure.communities.qld.gov.au/cbir/ChildSafety#>
- Traffic Light Resource for sexual behaviour in children and young people
<http://www.wbsass.com.au/themes/default/basemedia/content/files/Traffic-LightsBrochure.pdf>
- Department of Child Safety, Youth and Women Child Protection Guide
<https://secure.communities.qld.gov.au/cpguide/engine.aspx>

- National Association for Prevention of Child abuse and Neglect (NAPCAN)
<https://www.napcan.org.au/>

Appendices

- Appendix 1: Report of Suspected Harm or Sexual Abuse Form
- Appendix 2: Summary of Reporting Harm

Appendix 1

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
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"/>		
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		

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

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE

(Attach extra pages if necessary).

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location 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

Name of staff member making report if not the school principal:

Position:

Signature:

Date:

school principal:

Signature:

Date:

school principal email address:

Response requested by school:

ACTION TAKEN

Form was delivered to (please tick which agencies the form was sent to):

Queensland Police Services (QPS)
Innisfail (07) 4061 5777

Department of Communities (Child Safety Services)
Innisfail (07) 4232 7200, Cairns (07) 4255 7200

Family and Child Connect
13 FAMILY (13 32 64)

**For emergencies outside of working hours, contact the Child Safety After Hours Service Centre:
Freecall 1800 177 135**

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

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.

TO MAKE A CHILD SAFETY REPORT ONLINE

<https://secure.communities.qld.gov.au/cbir/ChildSafety#>

Appendix 2

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	school principal, or director of the governing body, through to police Innisfail: (07) 4061 5777 Non-Urgent: 131 444 Emergency: 000	EGPA sections 366(2) and 366A(2)
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Confer with school principal, report to Innisfail Child Safety Service Centre (07) 4232 7200	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	school principal, through to Innisfail Child Safety Service Centre (07) 4232 7200	Accreditation Regulations section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	school principal, through to Family and Child Connect Call 13 FAMILY (13 32 64)	CPA Sections 13B and 159M
School principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect Call 13 FAMILY (13 32 64)	CPA Sections 13B and 159M
Any member of the public	Any	Significant harm Parent may not be willing and able	Innisfail Child Safety Service Centre (07) 4232 7200	CPA section 13A
Any adult aged 18 & older	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind	Police	Criminal Code section 229BC

Contact details for child safety service centres in Far North Queensland region.

<https://www.cyjma.qld.gov.au/contact-us/department-contacts/child-family-contacts/child-safety-service-centres/far-north-queensland-region>