

CHILD PROTECTION POLICY

Purpose:	The purpose of this policy is to provide written processes about: <ul style="list-style-type: none"> (a) how the school will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the school's staff and students to comply with accreditation requirements. 		
Scope:	Students and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Faith Baptist Christian School.		
Status:	Approved	Supersedes:	Previous policy
Authorised by:	Faith Baptist Christian School Governing Body	Date of Authorisation:	9 June 2025
References:	<ul style="list-style-type: none"> • <u>Child Protection Act 1999 (Qld)</u> • <u>Education (General Provisions) Act 2006 (Qld)</u> • <u>Education (General Provisions) Regulation 2017 (Qld)</u> • <u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u> • <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u> • <u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u> • <u>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</u> • <u>Criminal Code Act 1899 (sections 229BB and 229BC)</u> • Faith Baptist Christian School Complaints Handling Policy • Faith Baptist Christian School Complaints Handling Procedure • Faith Baptist Christian School Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) • Faith Baptist Christian School Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>) • Faith Baptist Christian School Child Protection Reporting Form • Independent Schools Queensland's Child Protection Decision Support Trees 		
Appendices:	<ul style="list-style-type: none"> • Appendix 1 – Summary of Reporting Harm • Appendix 2 – Report of Suspected Harm or Sexual Abuse (Child Protection Reporting Form) • Appendix 3 – ISQ Child Protection Decision Tree – Principal & Board Directors • Appendix 4 – ISQ Child Protection Decision Tree – Teachers • Appendix 5 – ISQ Child Protection Decision Tree – Non-teaching staff • Appendix 6 – ISQ Child Protection Decision Tree – Volunteers • Appendix 7 – Section 229BC of Criminal Code • Appendix 8 – Section 229BB of Criminal Code • Appendix 9 – Child Protection Safety Officers 		
Review Date:	Annually	Next Review Date:	2026
Policy Owner:	Faith Baptist Christian School Ltd		

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.
 1. It is immaterial how the harm is caused.
 2. Harm can be caused by:
 - a) physical, psychological or emotional abuse or neglect; or
 - b) sexual abuse or exploitation.
 3. Harm can be caused by:
 - a) a single act, omission or circumstance; or
 - 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

Health and Safety

The 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'¹ 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 in the school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

¹ *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)*

² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

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 students³.

Reporting Inappropriate Behaviour

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

- a) Mrs Rachel Perchard - Student Protection Officer
- b) Mr Dennis Salutan – Student Protection Officer
- c) Mr Steven Sauvageot – Principal
- d) Any other staff member ⁴

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 body⁵. Reports will be dealt with under the school's Complaints Handling Policy.

Reporting Sexual Abuse⁶

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 principal or to a director of the school's governing body immediately.

The school's principal or the director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the school's 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.

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 sexually abused by another person

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

⁴ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*

⁵ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*

⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

- 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 person 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 abuse⁷

Reporting Likely Sexual Abuse⁸

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 principal or to a director of the school's governing body immediately.

The school's principal or the director must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the school's 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.

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 reasonably suspecting that the student is likely to be sexually abused by another person
- d) any of the following information of which the first person is aware:
 - i. the student's age
 - ii. the identity of the person who is suspected to be likely to sexually abuse the student
 - iii. the identity of anyone else who may have information about suspected likelihood of abuse⁹

Reporting Physical and Sexual Abuse¹⁰

Under *Section 13E (3) of the Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an early childhood 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:

⁷ *Education (General Provisions) Regulation 2017 (Qld) s.68*

⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

⁹ *Education (General Provisions) Regulation 2017 (Qld) s.69*

¹⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*

- 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 childhood education and care professional must give a written report to the Chief Executive of the Department of Families, Seniors, Disability Services and Child Safety (or another department administering the *Child Protection Act 1999*). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the principal.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹¹
- b) the child's name, age and sex descriptor
- c) details of how to contact the child
- d) details of the harm to which the reportable suspicion relates
- e) 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
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹²

Child Safety Regional Intake Service for Central Queensland

Phone: 1300 703 762
 Email: sccrisintake@cyjma.qld.gov.au
 Child Safety After Hours Service Centre (Qld): 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 Report¹³

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.

¹¹ *Child Protection Act 1999 s.13G (2)(a)*

¹² See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"*

¹³ *Criminal Code Act 1899 (Qld) s.229BC*

Failure to Protect¹⁴

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.

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 website¹⁵.

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website, at staff induction, student orientation and will be available on request from the school administration¹⁶.

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 annually¹⁷. Evidence of staff training will include an attendance register from annual training, discussion at staff meetings with printed staff meeting notes, and staff and volunteer induction.

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 annually¹⁸.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the school's Complaints Handling Policy¹⁹.

Note: Reporting under this policy fulfils the obligations for reporting a child sexual offence that is being or has been committed against a child by an adult under the *Criminal Code Act 1899 s229BC*²⁰.

¹⁴ *Criminal Code Act 1899 (Qld) s.229BB*

¹⁵ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

¹⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

¹⁷ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

¹⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

¹⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

²⁰ *Criminal Code Act 1899 (QLD) s.229BC (4)(b)*

Appendix 1

Summary of Reporting Harm

Who	Abuse type	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal or director of the governing body immediately, through to police immediately	EGPA sections 366(2) and 366A(2)
Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Police immediately and to a director of the governing body immediately	EGPA sections 366(2A) and (2B) and 366A(3) and (4)
Teacher	Sexual and physical	Significant harm; & Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm; & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13 A
Any adult including students 18 years or older, parents/guardians and volunteers	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 Act 1899section 229BC

Appendix 2

Report of Suspected Harm or Sexual Abuse

Child Protection Reporting Form

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:	
School:	
School Phone:	
School Email:	
School Address:	

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:

Legal Name:		Preferred Name:	
Date of Birth:		Gender:	
Cultural Background:		Year Level:	
Primary language spoken:			
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Aboriginal and Torres Strait Islander	
Does the student have a disability verified under NCCD:	<input type="checkbox"/> Yes <input type="checkbox"/> No	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any Family Court or Domestic Violence orders in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		

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 and particulars of anyone else who may have information about the harm or abuse:

Additional information provided as an attachment:

YES NO

Full name of staff member making report if not the Principal:

Full Name:			
Position:			
Signature:		Date:	
Principal:			
Signature:		Date:	
Principal's email address:			
Response requested by school:			

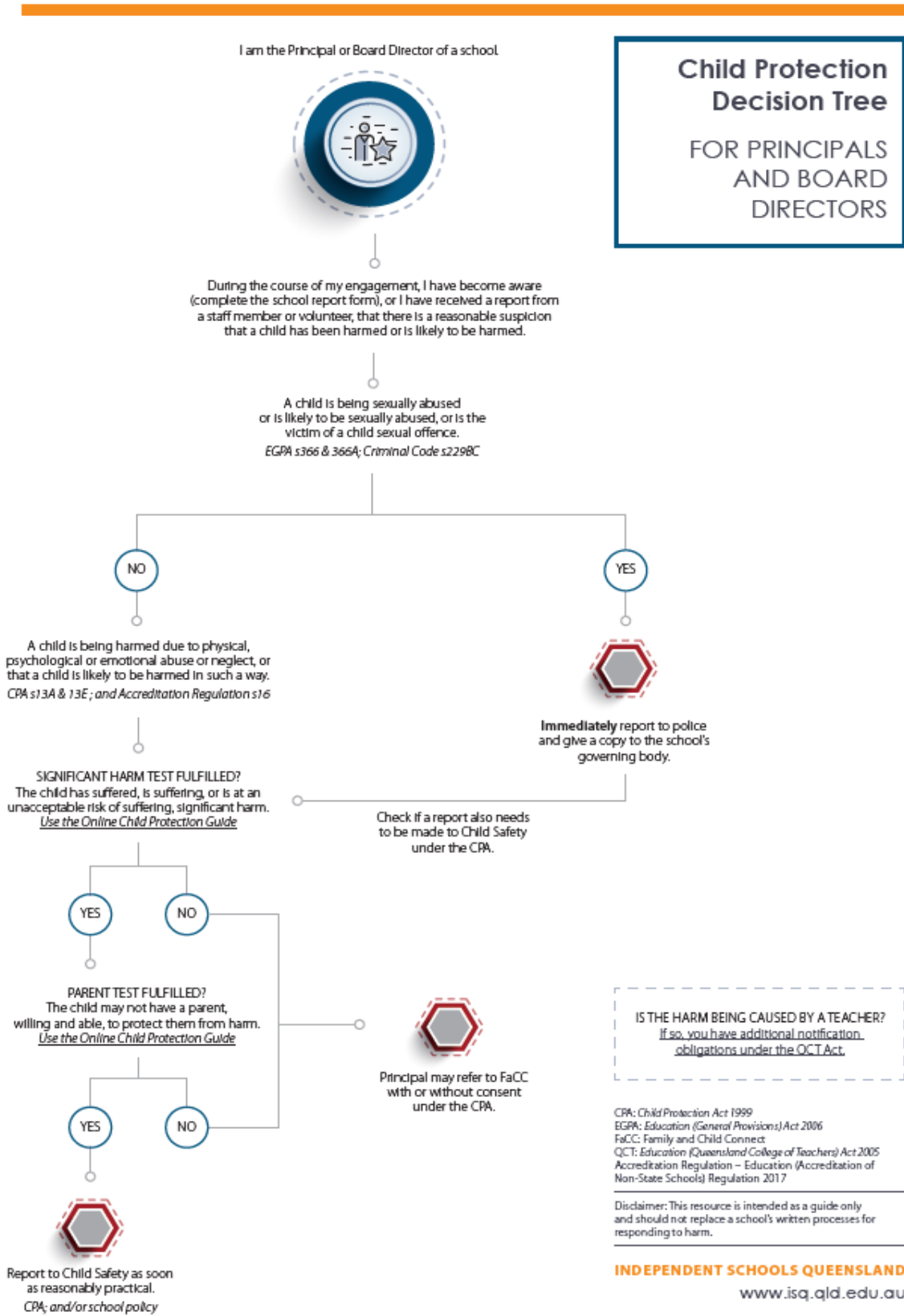
ACTION TAKEN

Notification occurred via either email to QPS or via the online reporting form for the department responsible for Child Safety, and/or Family and Child Connect Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS) – Gladstone Police Station (07) 4971 3222 cpiugladstone@police.qld.gov.au
	<input type="checkbox"/>	Department of Families, Seniors, Disability Services and Child Safety Business hours: 1300 703 762 After hours: 1800 177 135 sccrisintake@cyjma.qld.gov.au
	<input type="checkbox"/>	Family and Child Connect 13 32 64 https://familychildconnect.org.au/

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

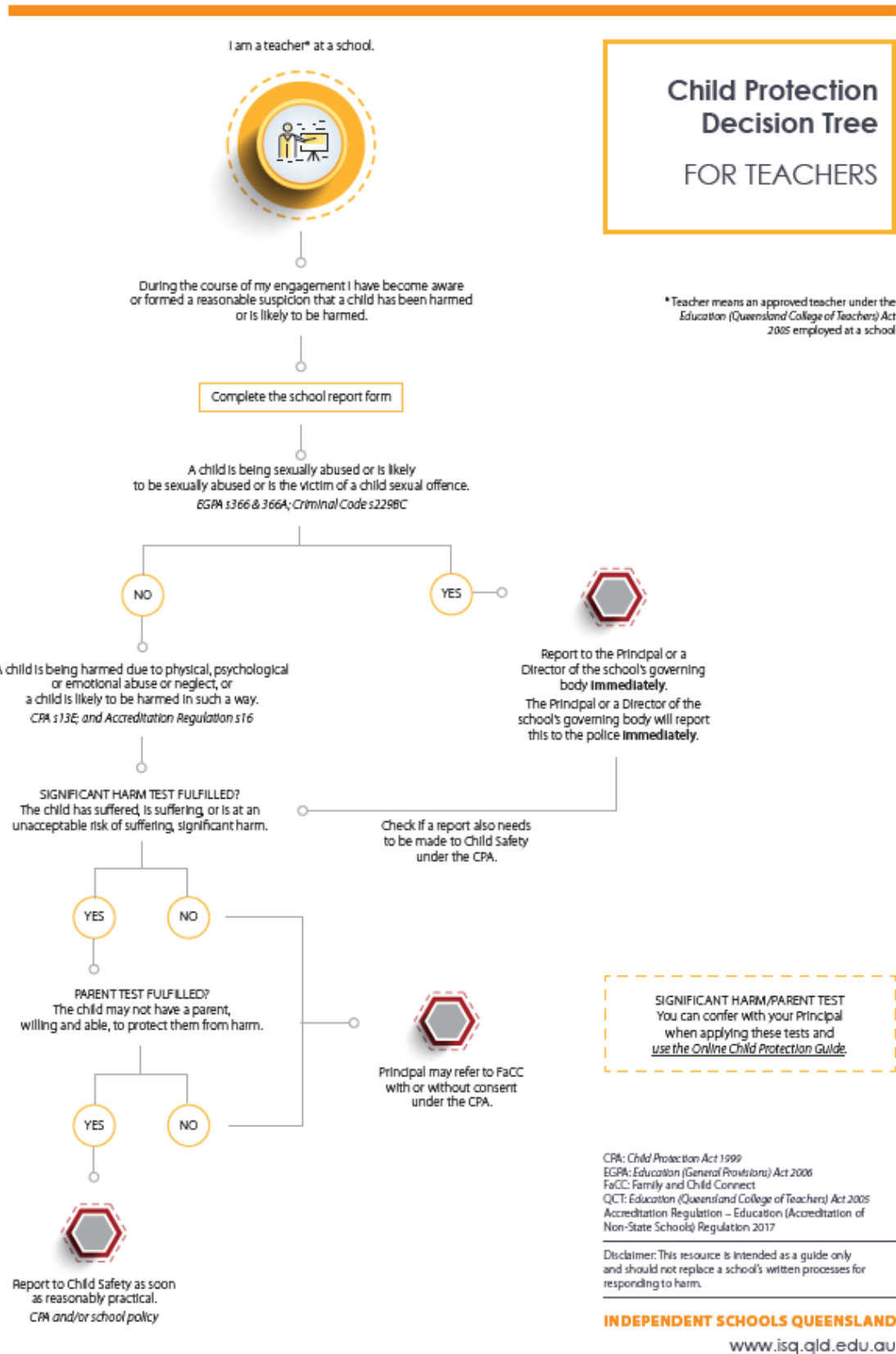
Appendix 3

ISQ Child Protection Decision Tree – Principals and Board Directors



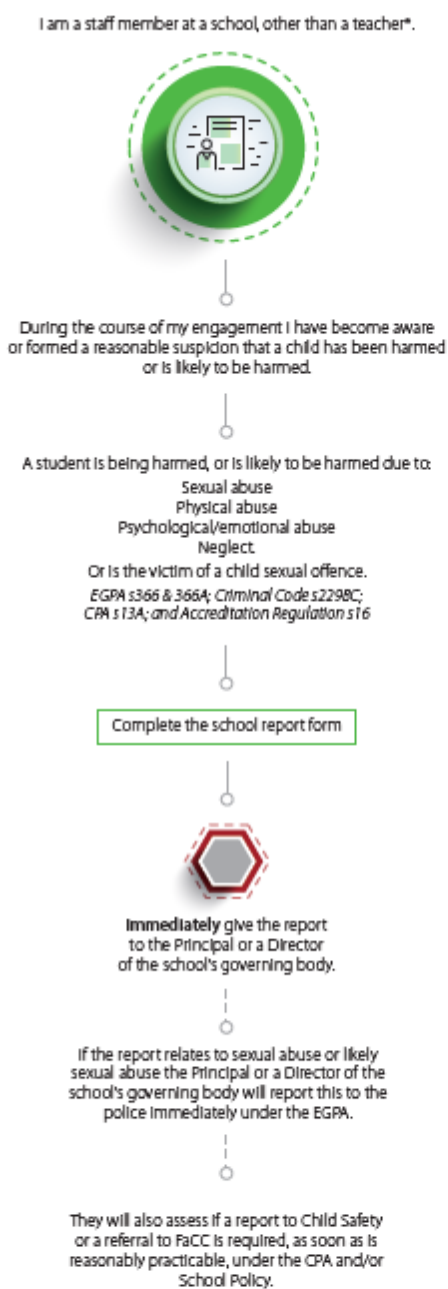
Appendix 4

ISQ Child Protection Decision Tree – Teachers



Appendix 5

ISQ Child Protection Decision Tree – Non-Teaching Staff



Child Protection Decision Tree

FOR
NON-TEACHING
STAFF

* Teacher means an approved teacher under the *Education (Queensland College of Teachers) Act 2005* employed at a school

CPA: Child Protection Act 1999
EGPA: Education (General Provisions) Act 2006
FaCC: Family and Child Connect
QCT: Education (Queensland College of Teachers) Act 2005
Accreditation Regulation – Education (Accreditation of Non-State Schools) Regulation 2017

Disclaimer: This resource is intended as a guide only and should not replace a school's written processes for responding to harm.

INDEPENDENT SCHOOLS QUEENSLAND

www.isq.qld.edu.au

Appendix 6

ISQ Child Protection Decision Tree – Volunteers



Child Protection Decision Tree FOR VOLUNTEERS

Disclaimer: This resource is intended as a guide only and should not replace a school's written processes for responding to harm.

INDEPENDENT SCHOOLS QUEENSLAND

www.isq.qld.edu.au

Appendix 7

Criminal Code Act 1899 Section 229BC – Failure to report belief of child sexual offence committed in relation to child

An ‘adult’ includes students 18 years or older, parents/guardians and volunteers.

1. This section applies to an adult if—

(a) the 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 against a child by another adult; 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.

2. If, **without reasonable excuse**, the adult fails to disclose the information to a police officer as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed, the adult commits a misdemeanour.

Maximum penalty—**3 years imprisonment**.

3. For subsection (1) , it does not matter that the information was gained by the adult during, or in connection with, a **religious confession**.

4. Without limiting what may be a reasonable excuse for subsection (2) , an adult has a reasonable excuse if—

(a) the adult believes on reasonable grounds that the information has already been disclosed to a police officer; or

(b) the adult has already reported the information under any of the following provisions, or believes on reasonable grounds that another person has done or will do so—

(i) the Child Protection Act 1999 , chapter 2 , part 1AA ;

(ii) the Education (General Provisions) Act 2006 , chapter 12 , part 10 ;

(iii) the Youth Justice Act 1992 , part 8 or 9 ; or

(c) the adult gains the information after the child turns 16 years (the **alleged victim**), and the adult reasonably believes the alleged victim does not want the information to be disclosed to a police officer; or

(d) both of the following apply—

(i) the adult reasonably believes disclosing the information to a police officer would endanger the safety of the adult or another person, other than the alleged offender, regardless of whether the belief arises because of the fact of the disclosure or the information disclosed;

(ii) failure to disclose the information to a police officer is a reasonable response in the circumstances.

(5) An adult who, in good faith, discloses information mentioned in subsection (1) (a) to a police officer is not liable civilly, criminally or under an administrative process for making the disclosure.

(6) In this section—

relevant time, in relation to the child sexual offence mentioned in subsection (1) (a) , means the time that the adult—

(a) believes to be the time of commission of the offence; or

(b) ought reasonably to believe to be the time of commission of the offence.

Appendix 8

Criminal Code Act 1899 Section 229BB – Failure to protect child from child sexual offence

- (1) An accountable person commits a crime if—
- (a) the person knows there is a significant risk that another adult (the "alleged offender") will commit a child sexual offence in relation to a child; and
 - (b) the alleged offender—
 - (i) is associated with an institution; or
 - (ii) is a regulated volunteer; and
 - (c) the child is under the care, supervision or control of an institution; and
 - (d) the child is either—
 - (i) under 16 years; or
 - (ii) a person with an impairment of the mind; and
 - (e) the person has the power or responsibility to reduce or remove the risk; and
 - (f) the person wilfully or negligently fails to reduce or remove the risk.

Maximum penalty—5 years imprisonment.

- (2) For *subsection (1)*, it does not matter that the knowledge was gained by the accountable person during, or in connection with, a religious confession.
- (3) For this section, an adult is "associated" with an institution if the adult—
- (a) owns, or is involved in the management or control of, the institution; or
 - (b) is employed or engaged by the institution; or
 - (c) works as a volunteer for the institution; or
 - (d) engages in an activity in relation to the institution for which a working with children authority under the *Working with Children (Risk Management and Screening) Act 2000* is required; or
 - (e) engages in the delivery of a service to a child who is under the care, supervision or control of the institution.

- (4) In this section—

Accountable person means an adult who is associated with an institution, other than a regulated volunteer.

Institution means an entity, other than an individual, that—

- (a) provides services to children; or
- (b) operates a facility for, or engages in activities with, children under the entity's care, supervision or control.

Examples of institutions:

Schools, government agencies, religious organisations, hospitals, child care centres, licensed residential facilities, sporting clubs, youth organisations

Regulated volunteer means an adult who is taken to be a volunteer employed or engaged in regulated employment at a person's home, residence or household under any of the following provisions of the *Working with Children (Risk Management and Screening) Act 2000*, schedule 1.

Appendix 9

Child Protection Safety Officers

CHILD PROTECTION OFFICERS



Mr. Dennis Salutan



Mrs. Rachel Perchard

**EVERY CHILD HAS THE RIGHT TO FEEL SAFE.
DO YOU NEED SOMEONE TO TALK TO?**

