

## Child Protection Policy

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### Policy Statement

Highlands Campus is committed to the safety and wellbeing of children enrolled in or attending the Campus, and will take appropriate action to help ensure the protection of children at risk of harm caused by abuse or neglect.

The purpose of this policy is to provide written processes about:

- a. how the Campus will respond to harm, or allegations of harm, to children under 18 years; and
- b. the appropriate conduct of Campus staff/volunteers and children

to comply with requirements.

### 1. Scope

This Policy covers the Highlands Campus Board and Officers; employees, including full-time, part-time, permanent, fixed-term and casual; contractors and sub-contractors; volunteers; children, students and youth; and people undertaking work experience or vocational placements and covers information about the reporting of harm and abuse.

### 2. Definitions

- **Harm** as defined in Section 9 of the Child Protection Act 1999
  1. **Harm**, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
  2. It is immaterial how the harm is caused.
  3. Harm can be caused by:
    - a. Physical, psychological or emotional abuse or neglect, or;
    - b. Sexual abuse or exploitation.
  4. Harm can be caused by:
    - a. A single act, omission or circumstance; or
    - b. A series or combination of acts, omissions or circumstances
- **Child** – an individual under 18 years<sup>1</sup>
- **A child in need of protection** as defined in Section 10 of the Child Protection Act 1999, 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 harm.
- **Sexual abuse** as defined in Section 364 of the Education (General Provisions) Act 2006, 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;

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<sup>1</sup> *Child Protection Act 1999 s.8*

- c. There is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.
- **Highlands Kindy & EL** – for the purpose of this document means Kindy & Early Learning Centre
- **OSHC** – for the purpose of this document means Outside School Hours Care
- **College** – for the purpose of this document means Highlands Christian College
- **Church** – for the purpose of this document means Highlands Church

### 3. Health and Safety

At all times staff will take reasonable precautions and provide adequate supervision to ensure children are protected from harm and hazard<sup>2</sup>, and that premises, furniture and equipment are safe, clean and well-maintained.<sup>3</sup>

Highlands Campus 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)*.

### 4. Blue Card Policies and Procedures

Highlands Campus is committed to acting in accordance with Chapter 8 of the Act relating to the screening of employees and volunteers in such a way that limits risks to children, students and youth. In particular, Highlands Campus will:

- Require relevant prospective or current employees, volunteers, trainee students and School Board members to hold a current Blue Card, Queensland College of Teachers Registration, or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Highlands Campus position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a Change in Police Notification form when notified by employee or volunteer that such a change has occurred
- Not allow a person to work with children if they do not have a current and valid Blue Card
- 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
- Not allow a person to continue to work with children if their Blue Card has expired and they have not submitted a renewal application prior to this expiry date
- Submit a *No longer with organisation* form when appropriate
- Appoint contact persons who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees and volunteers to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of the Highlands Campus fulfilment of the requirements of the Regulations s.3(1)(f)(ii).

### 5. Responding to Reports of Harm

Highlands will be responsive to current child protection policy and procedures, aware of their legal responsibilities and be able to act when required to protect any child who they become aware is at risk of

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<sup>2</sup> ACECQA National Quality Standard, Element 2.2.1

<sup>3</sup> ACECQA National Quality Standard, Element 3.1.2

abuse or neglect, carrying out their responsibilities as mandatory reporters for physical and sexual abuse as required by the *Child Protection Act 1999*.<sup>4,5</sup>

When the Campus receives any information alleging 'harm'<sup>6</sup> to a child (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 Campus Child and Youth Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.<sup>7</sup>

## 6. Indicators of Harm

There are many indicators of harm to children. Behavioural or physical signs which assist in recognising harm to children are known as indicators. The following is a guide only. One indicator on its own may not imply abuse or neglect. However a single indicator can be as important as the presence of several indicators. Each indicator needs to be considered in the context of other indicators and the child's circumstances. A child's behaviour is likely to be affected if he/she is under stress. There can be many causes of stress and it is important to find out specifically what is causing the stress. Abuse and neglect can be single incidents or ongoing, and may be intentional or unintentional.

### General indicators of harm

- showing wariness and distrust of adults
- rocking, sucking or biting excessively
- bedwetting or soiling
- demanding or aggressive behaviour
- sleeping difficulties, often being tired and falling asleep
- low self-esteem
- difficulty relating to adults and peers
- abusing alcohol or drugs
- being seemingly accident prone
- having broken bones or unexplained bruising, burns or welts in different stages of healing
- being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable
- feeling suicidal or attempting suicide
- having difficulty concentrating
- being withdrawn or overly obedient
- being reluctant to go home
- creating stories, poems or artwork about abuse

### Indicators of Neglect in children

- poor standard of hygiene leading to social isolation
- scavenging or stealing food
- extreme longing for adult affection
- lacking a sense of genuine interaction with others
- acute separation anxiety
- self-comforting behaviours, eg; rocking, sucking
- delay in development milestones
- untreated physical problems
- comments from a child that no one is home to provide care
- being constantly tired

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<sup>4</sup> ACECQA National Quality Standard, Element 2.2.3 Child Protection

<sup>5</sup> Education (General Provisions) Act 2006

<sup>6</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)

<sup>7</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

- frequent lateness or absence from school
- inappropriate clothing, especially inadequate clothing in winter
- frequent illness, infections or sores
- being left unsupervised for long periods.

### **Indicators of Neglect in parents and caregivers**

- failure to provide adequate food, shelter, clothing, medical attention, hygiene or leaving the child inappropriately without supervision
- inability to respond emotionally to the child
- child abandonment
- depriving or withholding physical contact
- failure to provide psychological nurturing
- treating one child differently to the others

### **Indicators of Physical Abuse in children**

- facial, head and neck bruising
- lacerations and welts
- explanations are not consistent with injury
- bruising or marks that may show the shape of an object
- bite marks or scratches
- multiple injuries or bruises
- ingestion of poisonous substances, alcohol or drugs
- sprains, twists, dislocations
- bone fractures
- burns and scalds

### **Indicators of Physical Abuse in parents and caregivers**

- direct admissions from parents about fear of hurting their children
- family history of violence
- history of their own maltreatment as a child
- repeated visits for medical assistance

### **Indicators of Emotional Abuse in children**

- feeling of worthlessness about them
- inability to value others
- lack of trust in people and expectations
- extreme attention seeking behaviours
- other behavioural disorders (disruptiveness, aggressiveness, bullying)

### **Indicators of Emotional Abuse in parents and caregivers**

- constant criticism, belittling, teasing of a child or ignoring or withholding praise and affection
- excessive or unreasonable demands
- persistent hostility, severe verbal abuse, rejection and scape-goating
- belief that a particular child is bad or “evil”
- using inappropriate physical or social isolation as punishment
- exposure to domestic violence

### **Indicators of Sexual Abuse in children**

- they describe sexual acts
- direct or indirect disclosures
- age inappropriate behaviour and/or persistent sexual behaviour
- self-destructive behaviour

- regression in development achievements
- child being in contact with a suspected or known perpetrator of sexual assault
- bleeding from the vagina or anus
- injuries such as tears to the genitalia

### Indicators of Sexual Abuse in parents, caregivers of anyone else associated with the child

- exposing the child to sexual behaviours of others
- suspected of or charged with child sexual abuse
- inappropriate jealousy regarding age appropriate development of independence from the family
- coercing the child to engage in sexual behaviour with other children
- verbal threats of sexual abuse
- exposing the child to pornography

### Indicators of Domestic Violence in children

- show aggressive behaviour
- develop phobias & insomnia
- experience anxiety
- show signs of depression
- have diminished self esteem
- demonstrate poor academic performance and problem solving skills
- have reduced social competence skills including low levels of empathy
- show emotional distress
- have physical complaints

## 7. Conduct of Staff, Volunteers, Children, Students and Youth

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with children reflect proper standards of care for children. Staff, contractors and volunteers must not cause harm to children.<sup>8</sup>

## 8. Reporting Inappropriate Behaviour

If a child considers the behaviour of a staff member or volunteer to be inappropriate, the child should report the behaviour to:

- At the College<sup>9</sup>
  - Michael Bray; or
  - Mia Patterson
- At the OSHC or Playgroup<sup>9</sup>
  - Vicki Davey; or
  - Lynne Henare
- At the Highlands Kindy & EL<sup>9</sup>
  - Vicki Davey; or
  - Cherie Wilson
- At the Church
  - Campus Pastor Doug Cameron; or
  - Senior Pastor Ken Wootton

## 9. Dealing with a Report of Inappropriate Behaviour

In relation to the College, a staff member or volunteer 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/volunteer must inform the Highlands Board Chairman.<sup>10</sup>

In relation to Highlands Kindy & EL, a staff member or volunteer who receives a report of inappropriate behaviour must report it to the Highlands Kindy & EL Director. Where the Highlands Kindy & EL Director is the

<sup>8</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1) and Working with Children (Risk Management and Screening) Act 2000 (Qld) s.6(b)

<sup>9</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) & s.16(3)

<sup>10</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

subject of the report of inappropriate behaviour, the staff member/volunteer must inform the Highlands Board Chairman.<sup>11</sup>

In relation to the OSHC or Playgroup, a staff member or volunteer who receives a report of inappropriate behaviour must report it to the Highlands Kindy & EL Director. Where the Highlands Kindy & EL Director is the subject of the report of inappropriate behaviour, the staff member/volunteer must inform the Highlands Board Chairman.<sup>11</sup>

In relation to the Church, a staff member or volunteer who receives a report of inappropriate behaviour must report it to the Lead Pastor. Where the Lead Pastor is the subject of the report of inappropriate behaviour, the staff member/volunteer must inform the Highlands Board Chairman.

## 10. Reporting Sexual Abuse<sup>12</sup>

Under this policy, the requirements of Section 8 (Reporting Sexual Abuse) apply across the whole Campus. For this purpose, where the words 'student', 'College' and 'Principal' have been specified within this Section, these are to be interchanged for 'child', 'Highlands Kindy & EL' and 'Highlands Kindy & EL Director' respectively in relation to the Highlands Kindy & EL, OSHC and Playgroup; and 'child', 'Church', and 'Lead Pastor' respectively in relation to the Church – whichever applies.

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 Campus, that any of the following has been sexually abused by another person:

- a. A student under 18 years attending the College;
- 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 immediately give a written report about the abuse or suspected abuse to the College Principal, or in the event the Principal is not available, to the Highlands Board Chairman.

The College Principal or Highlands Board Chairman must immediately give a copy of the report to a police officer *and* the Director of the College's governing body (Secretary, INC).

If the first person who becomes aware or reasonably suspects sexual abuse is the College Principal, the Principal must immediately give a written report about the abuse, or suspected abuse to a police officer and must also immediately give a copy of the report to the Director of the College's governing body (Secretary, INC), and the Highlands Board Chairman.

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

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<sup>11</sup> *Child Protection Act 1999*

<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

- iii. The identity of anyone else who may have information about suspected likelihood of abuse.<sup>13</sup>

Section 13E of the *Child Protection Act 1999* states that if an early childhood education and care professional (other than a volunteer or an individual under the age of 18) forms a reportable suspicion about a child in the course of their engagement as a relevant person, they must give a written report to the Chief Executive (Director-General, Department of Child Safety, Youth and Women) or another department administering the *Child Protection Act 1999*.

## 11. Reporting Likely Sexual Abuse<sup>14</sup>

Under this policy, the requirements of Section 9 (Reporting Likely Sexual Abuse) apply across the whole Campus. For this purpose, where the words 'student', 'College' and 'Principal' have been specified within this Section, these are to be interchanged for 'child', 'Highlands Kindy & EL', and 'Highlands Kindy & EL Director' respectively in relation to the Highlands Kindy & EL, OSHC and Playgroup; and 'child', 'Church', and 'Lead Pastor' respectively in relation to the Church – whichever applies.

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member/volunteer 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 College;
- 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/volunteer must give a written report about the abuse of suspected abuse to the Principal or to the Highlands Board Chairman immediately.

The College Principal or Highlands Board Chairman must immediately give a copy of the report to a police officer *and* the Director of the College's governing body (Secretary, INC).

If the first person who becomes aware or reasonably suspects sexual abuse is the College Principal, the Principal must immediately give a written report about the abuse, or suspected abuse to a police officer and must also immediately give a copy of the report to the Director of the College's governing body (Secretary, INC), and the Highlands Board Chairman.

A report under this section must include the following particulars:

- a. The name of the person giving the report (the **first person**);
- b. The child'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 child's age;
  - ii. The identity of the person who is suspected to be likely to sexually abuse the child
  - iii. The identity of anyone else who may have information about suspected likelihood of abuse.<sup>15</sup>

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<sup>13</sup> *Education (General Provision) Regulation 2017 (Qld) s.68*

<sup>14</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

<sup>15</sup> *Education (General Provision) Regulation 2017 (Qld) s.68*

## 12. Reporting Physical and Sexual Abuse<sup>16</sup>

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:

- a. Has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse<sup>17</sup>; 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 (Director-General, Department of Child Safety, Youth and Women) 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.

The College Principal must immediately give a copy of the report to a police officer, and must also immediately give a copy of the report to the Director of the College's governing body (Secretary, INC), and the Highlands Board Chairman.

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 information prescribed by regulation, to the extent of the person's knowledge.<sup>18</sup>

A report under this section must include the following particulars:

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

Business hours contact number for the Child Safety Regional Intake Service, South West (Darling Downs):

**1300 683 390**

After hours contact number for the Child Safety After Hours Service Centre:

**1800 177 135**

Decision trees for each of the areas across the Campus are attached as appendices in this document however, Educational and Early Educational professionals may also utilise Child Safety's web-based decision support tool [The Child Protection Guide](#) resource in assessing whether a child is in need of protection. The Guide has been designed to complement rather than replace a professional's critical thinking and does not preclude a professional from any course of action they believe is appropriate.

## 13. Reporting to the Early Childhood Education and Care Service Regulatory Authority

In accordance with the *Education and Care Services National Law (Qld) Act 2011 Part 6* and the *Education and Care Services National Regulations, chapter 4*, Highlands Kindy & EL, OSHC and Playgroup will notify the Regulatory Authority within 7 days of:

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

<sup>17</sup> *Child Protection Act (1999) s.13F(2)*

<sup>18</sup> See *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to Chief Executive"*

- Receiving notification of the suspension or cancellation of a working with children card or teacher registration of, or disciplinary proceedings under an education law of a participating jurisdiction in respect of, a nominated supervisor engaged by the service.<sup>19</sup>
- Any incident where Highlands reasonably believes that physical or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for at Highlands Kindy & EL or OSHC.<sup>20</sup>
- Any allegations that physical or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for at the Highlands Kindy & EL or OSHC.<sup>21</sup>
- Circumstances arising at the service that pose a risk to the health, safety or wellbeing of a child.<sup>22</sup>

and within 24 hours of:

- Any complaints alleging that a serious incident has occurred or is occurring while a child was or is at the service<sup>23</sup>
- Any complaints that the National Law has been breached at the service<sup>23</sup>

The service will also keep an 'incident, injury and trauma record' in accordance with the Highlands Kindy & EL and OSHC Incident, Injury and Trauma Policy.<sup>24</sup>

### **Awareness and Accessibility of Processes**

The Campus will inform staff, volunteers, students, parents and church members 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<sup>25</sup>.

Highlands Campus will also ensure that nominated supervisors and staff members who work with children within the Campus are advised of:

- a. The existence and application of the current child protection law; and
- b. Any obligations that they may have under that law<sup>26</sup>.

This communication is achieved via staff/volunteer inductions, Campus newsletters, student assemblies, in enrolment interviews and availability of the documentation from the Campus administration<sup>27</sup>.

### **Training**

The Campus will train its staff and volunteers in processes relating to the health, safety and conduct of staff, volunteers and children on their induction and will refresh training annually<sup>28</sup>.

This training is provided via staff/volunteer inductions, compulsory annual online child protection training and annual face-to-face staff/volunteer engagements.

### **Implementation**

The Campus will ensure it is implementing processes relating to the health, safety and conduct of staff, volunteers and children by auditing compliance with the process annually<sup>29</sup>.

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<sup>19</sup> *Education and Care Services National Law (Qld) s.173(2)(a)*

<sup>20</sup> *Education and Care Services National Regulation reg.175(2)(d)*

<sup>21</sup> *Education and Care Services National Regulation reg.175(2)(e)*

<sup>22</sup> *Education and Care Services National Regulation reg.175(2)(c)*

<sup>23</sup> *National Quality Standard 2.2.3*

<sup>24</sup> *Education and Care Services National Regulation reg.87*

<sup>25</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

<sup>26</sup> *Education and Care Services National Regulation reg.84*

<sup>27</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

<sup>28</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

<sup>29</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

## Complaints Procedure

Suggestions of non-compliance with these processes may be submitted as complaints under the Campus Complaints Policy and Procedures<sup>30</sup>.

In relation to Highlands Kindy & EL and OSHC, complaints alleging that a serious incident has occurred or is occurring while a child was or is being educated and cared for at the Highlands Kindy & EL or OSHC service, or that the National Law has been contravened, this will be reported to the Department of Education, Early Childhood Education and Care (the Early Childhood regulatory authority) within 24 hours.<sup>31</sup>

## 14. Appendices

**Appendix 1** – Child Protection Decision Support Tree for Principals

**Appendix 2** – Child Protection Decision Support Tree for Teachers

**Appendix 3** – Child Protection Decision Support Tree for Non-Teaching College staff

**Appendix 4** – Child Protection Decision Support Tree for College Volunteers, Vocational Placements and Work Experience Students

**Appendix 5** – Child Protection Decision Support Tree for Early Childhood Education and Care Professionals

**Appendix 6** – Child Protection Decision Support Tree for Church Staff and Volunteers

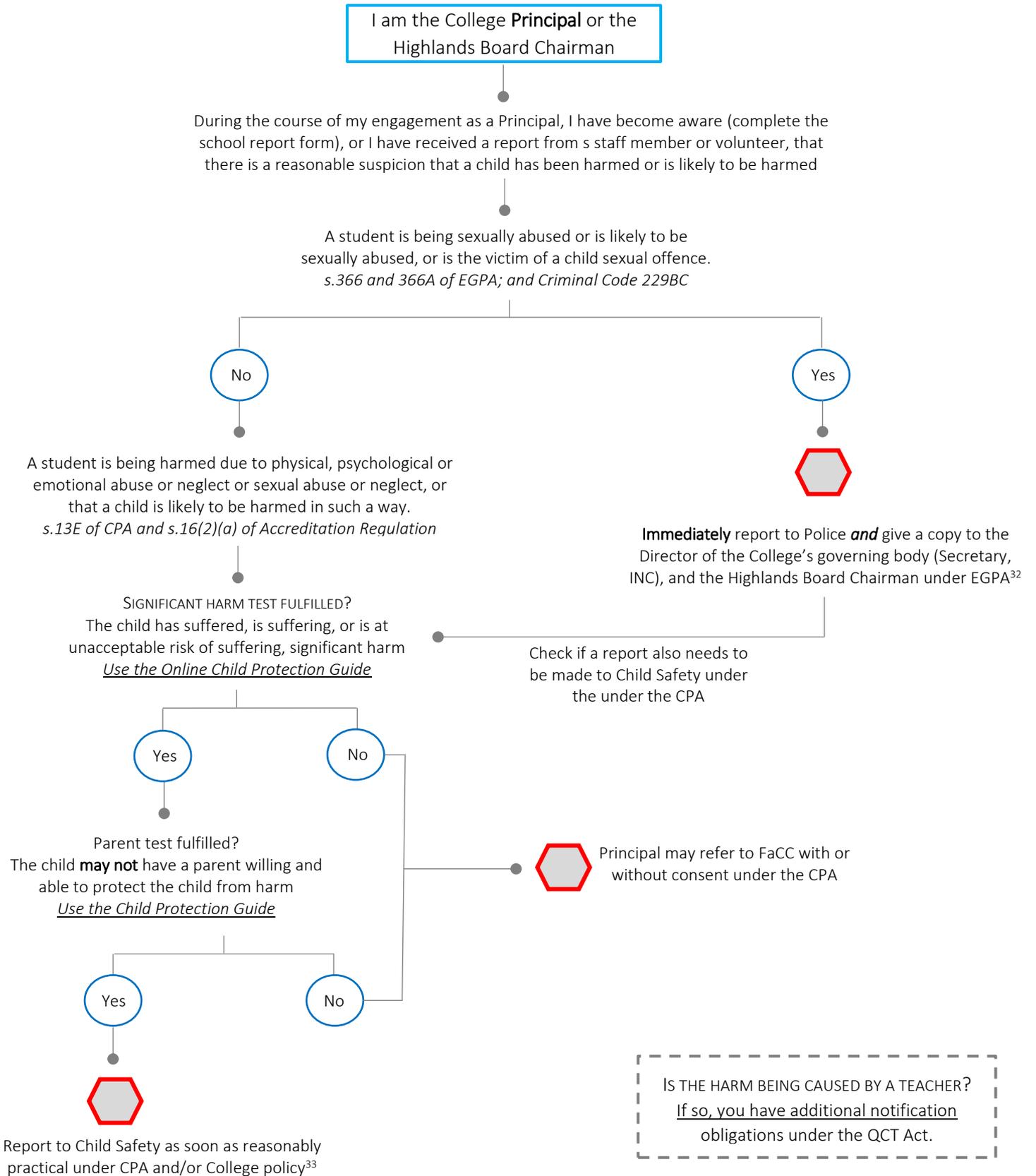
**Appendix 7** – Report of Suspected Harm or Sexual Abuse form

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<sup>30</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

<sup>31</sup> *Education and Care Services National Law (Qld) s.174(2)(b)*

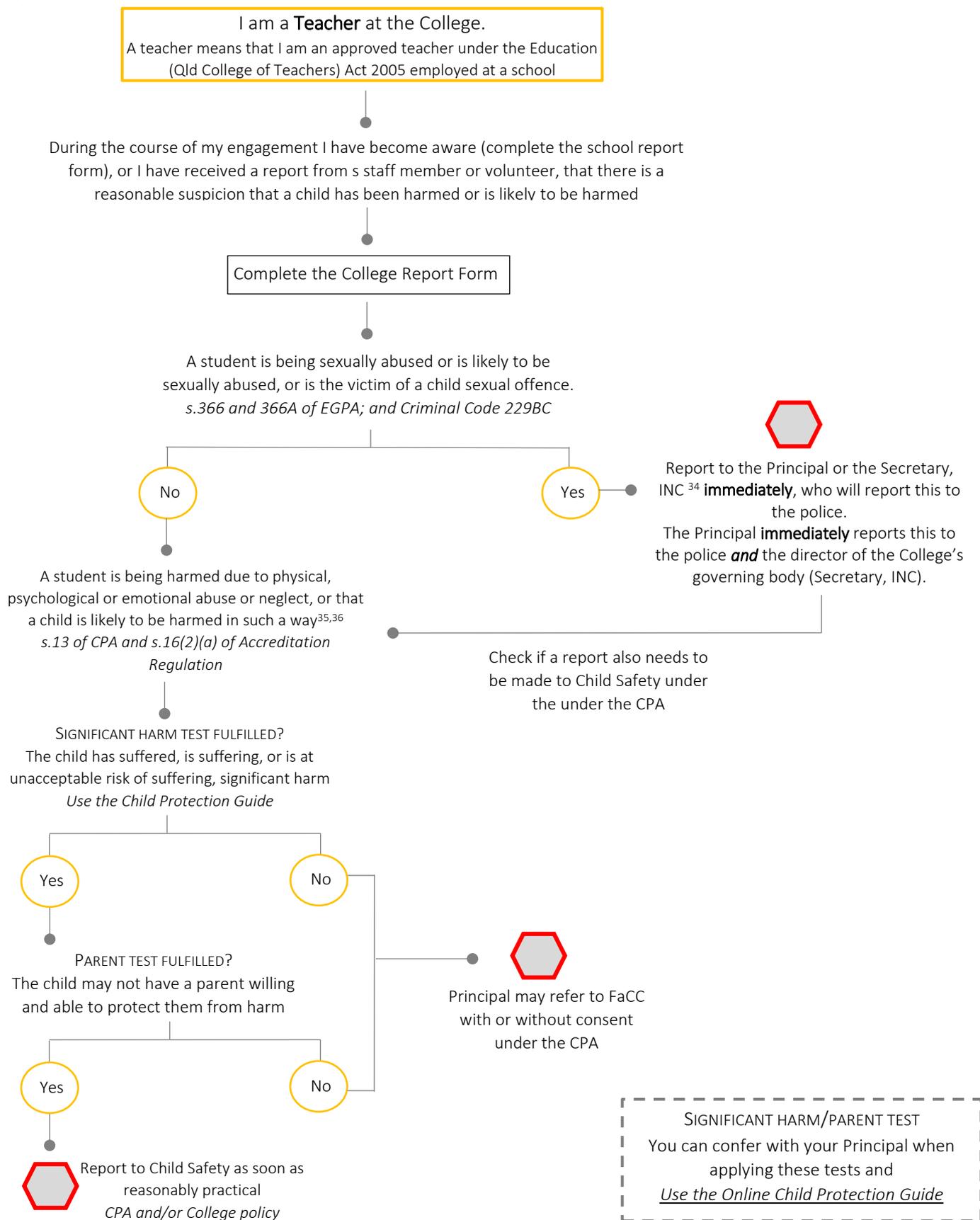
# Appendix 1 - Child Protection Decision Support Tree for Principals



<sup>32</sup> Under s.366 and 366A of the Education (General Provisions) Act 2006, if the Principal is the first person to become aware that a student is being sexually abused or is likely to be sexually abused, they must give a report to the Police and a copy of the report to the school’s governing body.

<sup>33</sup> Under s.16(2)(a) of the Education (Accreditation of Non-State Schools) Regulation 2017, the school must have processes for responding to allegations or incidents of emotional or psychological abuse or neglect.

## Appendix 2 - Child Protection Decision Support Tree for Teachers

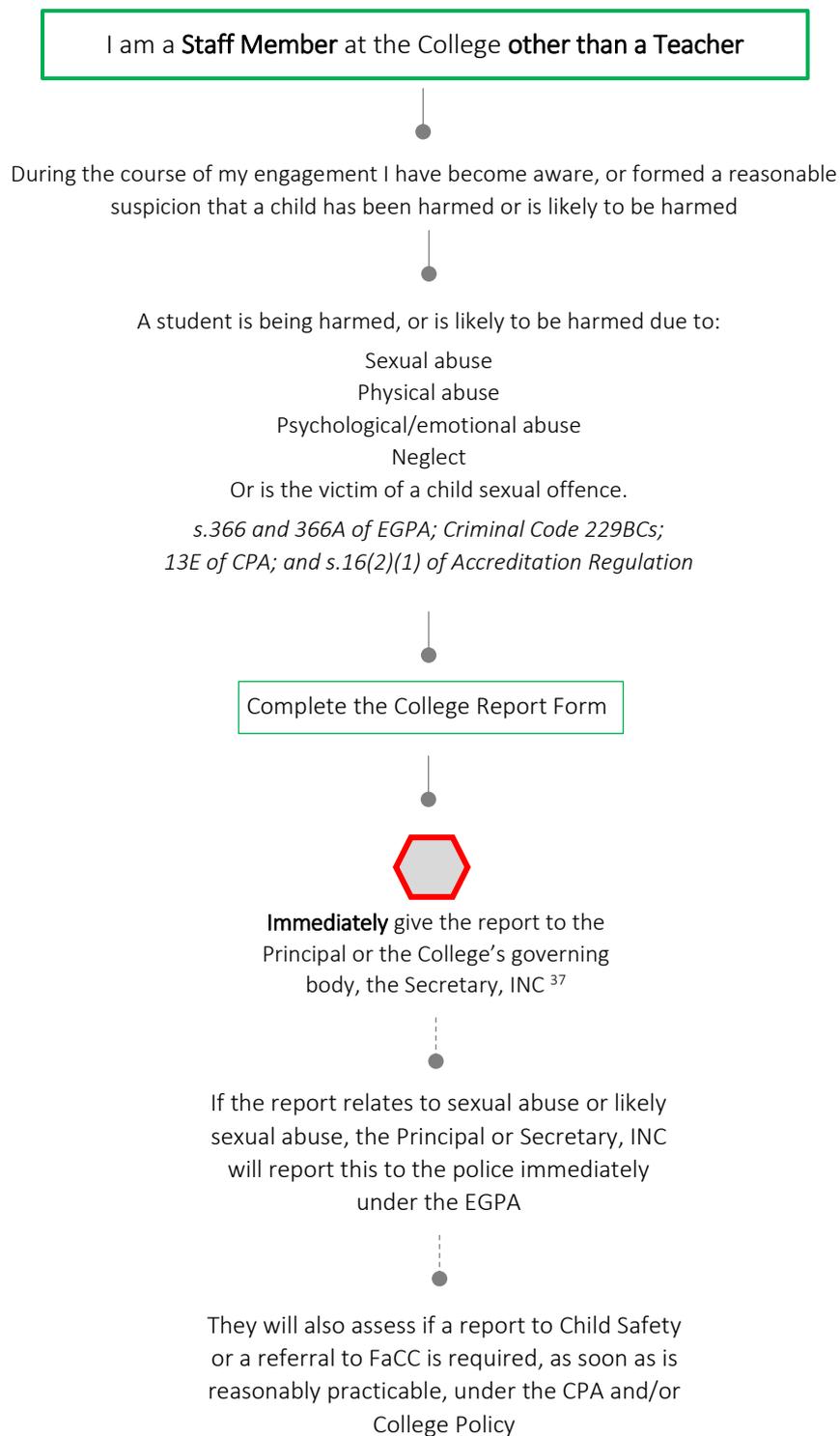


<sup>34</sup> Under s.366 and 366A of the Education (General Provisions) Act 2006, a school staff member may provide a report about sexual abuse or likely sexual abuse to the school's governing body rather than to the Principal.

<sup>35</sup> Under s.13G(3)(b) of the Child Protection Act 1999, a teacher's personal responsibility to report sexual and physical abuse to Child Safety is discharged if they know, or reasonably suppose, that Child Safety is aware of the matter.

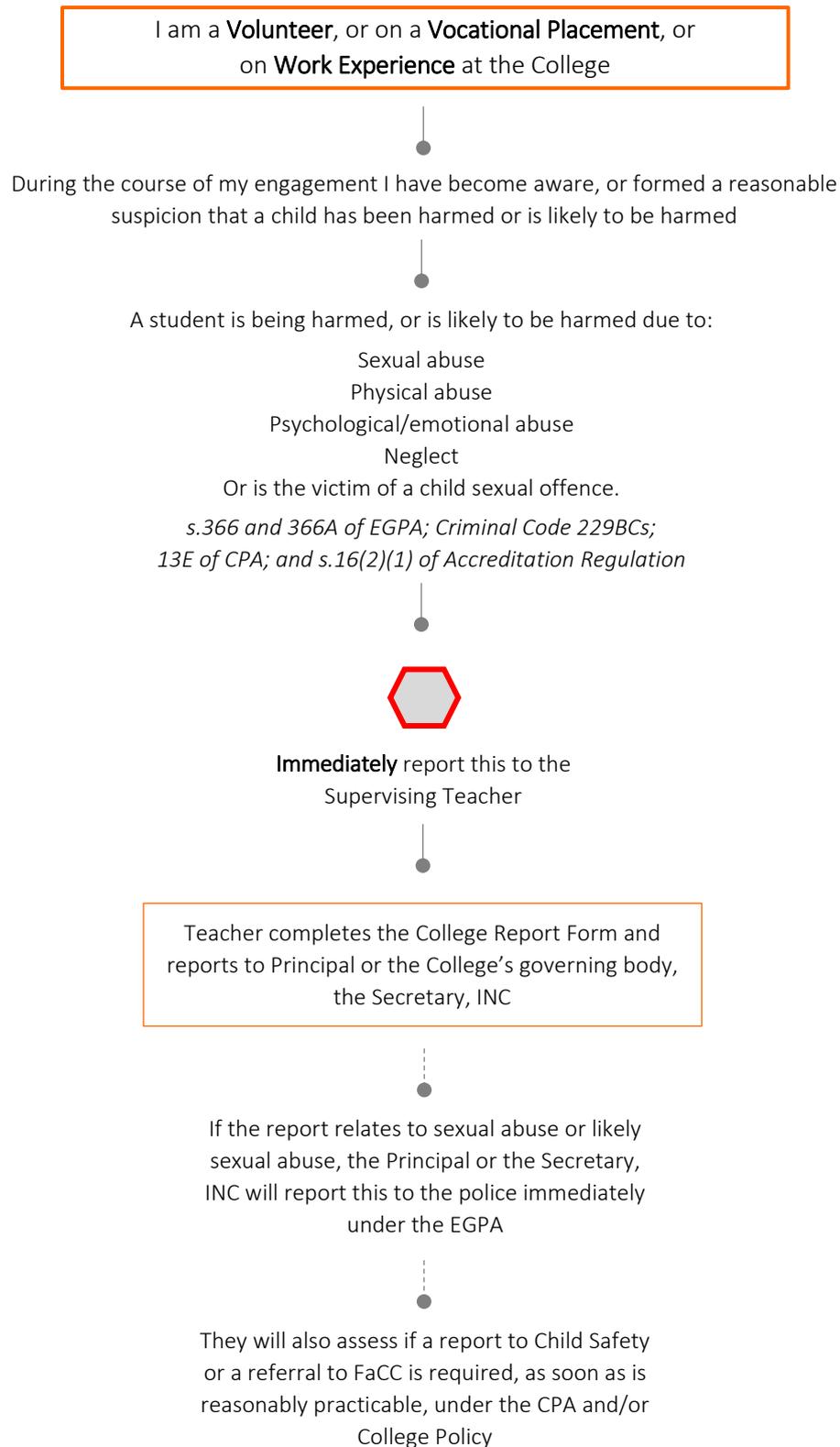
<sup>36</sup> Under s.16(2)(a) of the Education (Accreditation of Non-State Schools) Regulation 2017, the school must have processes for responding to allegations or incidents of emotional or psychological abuse or neglect.

## Appendix 3 - Child Protection Decision Support Tree for Non-Teaching College Staff

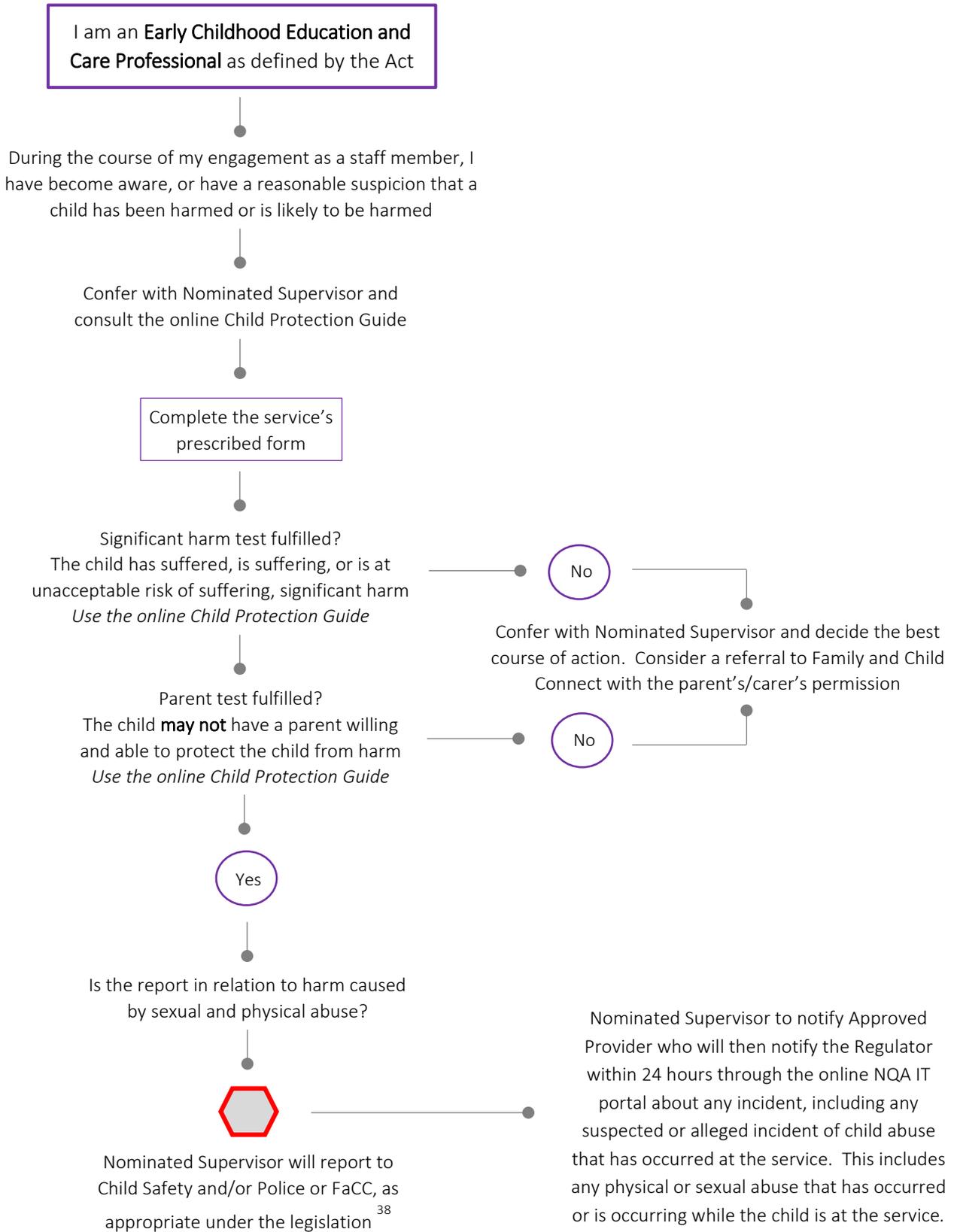


<sup>37</sup> Under s.366 and 366A of the Education (General Provisions) Act 2006, a school staff member may provide a report about sexual abuse or likely sexual abuse to the school's governing body rather than to the Principal.

## Appendix 4 - Child Protection Decision Support Tree for College Volunteers, Vocational Placements and Work Experience Students

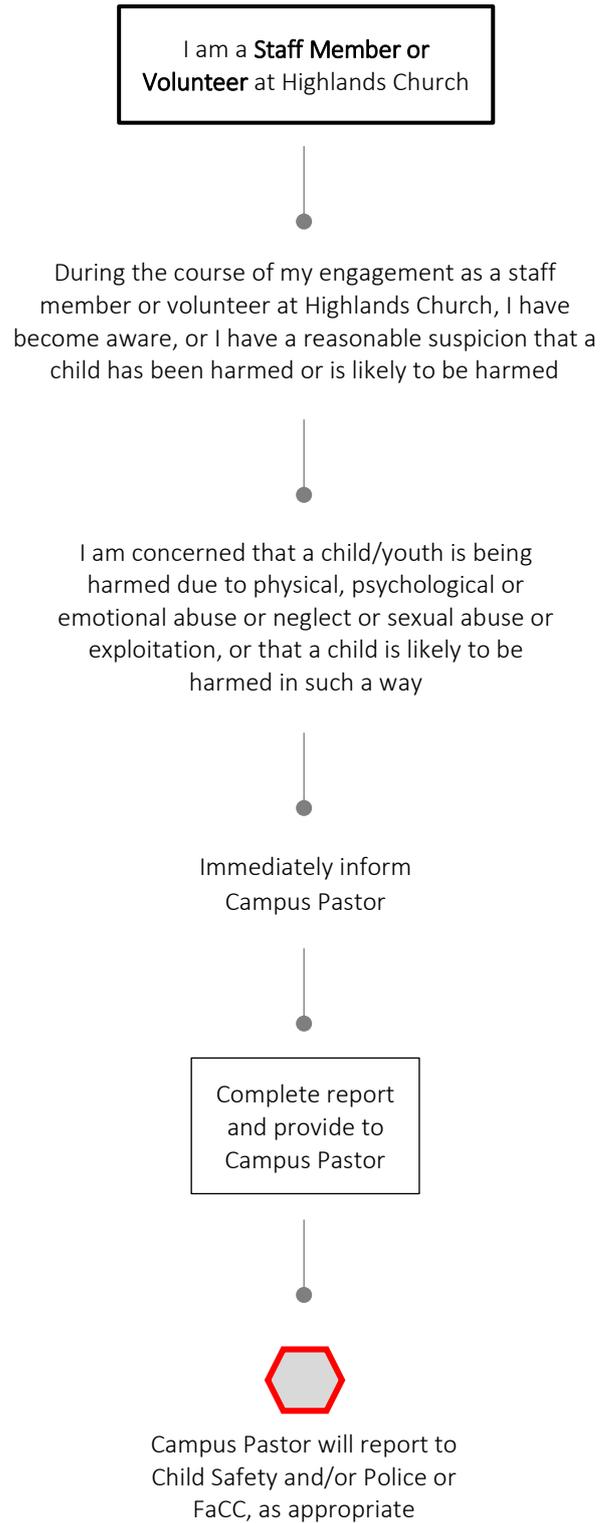


Appendix 5 - Child Protection Decision Support Tree for Early Childhood Education and Care Professionals



<sup>38</sup> Under Regulation 175(2)(d) of the Education and Care Services National Regulations (Qld) and s.174(2)(c) of the Education and Care Services National Law (Qld), an Approved Provider must notify the Regulatory Authority about any allegations of, or incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service, and with any information in respect of any other prescribed matters.

## Appendix 6 - Child Protection Decision Support Tree for Church Staff and Volunteers





<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE</b> (Attach extra pages if necessary)	
<b>Details of any harm and/or sexual abuse to the student</b> – please include: <i>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 child/student/youth; 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.</i>	
Please indicate the identity of anyone else who may have information about the harm or abuse	
Additional information provided as an attachment      YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Name of person making report:</b>		<b>Contact details:</b>	
<b>Position:</b>	<b>Signature:</b>	<b>Date:</b> Select date	
<b>Principal/Safe Church Reporting Officer:</b>	<b>Signature:</b>	<b>Date:</b> Select date	
<b>Principal's/Safe Church Reporting Officer's email address:</b>			
<b>Response requested by organisation:</b>			

ACTION TAKEN	
<input type="checkbox"/>	Contacted Queensland Police Service by calling 000 (immediate danger or a life-threatening situation)
<input type="checkbox"/>	Contacted Child Safety Services by phone
<input type="checkbox"/>	Emailed this form to Child Safety Services
<input type="checkbox"/>	Contacted Family and Child Connect by phone
<input type="checkbox"/>	Emailed this form to Family and Child Connect
<input type="checkbox"/>	Notification provided to the Approved Provider (INC)

## 15. Document Information

<b>Document No:</b>	CMP-POL-004	<b>Version No:</b>	4
<b>Supersedes:</b>	Highlands Christian College Child Protection Policy; Highlands Kindy & Early Learning Child Protection Policy		
<b>Status:</b>	Approved		
<b>Approved by:</b>	Chief Executive Officer	<b>Date of Approval:</b>	2/08/2021
<b>Name of Approver:</b>	Ps Ken Wootton	<b>Signature of Approver:</b>	K Wootton
<b>Review Date:</b>	Annually	<b>Next Review Date:</b>	2/08/2022
<b>Policy Owner:</b>	Highlands Board Chairman	<b>Point of Contact:</b>	Chief Financial Officer
<b>Reviewed by:</b>	P Dornauf, Chief Financial Officer; M Bray, College Principal; M Patterson, College Deputy Principal; V Davey, Director Kindy & EL; D Cameron, Lead Pastor; K Quick, Kindy Educator		
<b>Policy Author:</b>	C Stiles, Compliance Officer, with acknowledgements to Independent Schools Queensland		
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education and Care Services National Law (Qld) 2011</a></li> <li>• <a href="#">Education and Care Services National Regulations (84)</a></li> <li>• <a href="#">ACECQA National Quality Standard (2.2.3)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</a></li> <li>• <a href="#">Department of Child Safety, Youth and Women</a></li> <li>• <a href="#">Queensland Family and Child Commission</a></li> <li>• Highlands Child and Youth Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>)</li> <li>• Highlands Complaints Handling Policy</li> <li>• Highlands Complaints Handling Procedure</li> <li>• Highlands Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>)</li> <li>• Highlands Kindy &amp; Early Learning Educator and Management Policy</li> <li>• Highlands Kindy &amp; Early Learning Incident, Injury, Trauma and Illness Policy</li> <li>• Highlands OSHC Educator and Management Policy</li> <li>• Highlands OSHC Incident, Injury, Trauma and Illness Policy</li> </ul>		
<b>Document History</b>	<ul style="list-style-type: none"> <li>• Highlands Child Protection Policy Version 3 2020 – Superseded</li> <li>• Highlands Child Protection Policy Version 2 2020 – Superseded</li> <li>• Highlands Christian College Child Protection Policy 2019 - Superseded</li> <li>• COCT Child Protection Policy 2018 – Superseded</li> <li>• COCT Child Protection Policy 2016 – Superseded</li> <li>• COCT Child Protection Policy 2015 – Superseded</li> </ul>		