

Reporting Concerns of Harm and Abuse Policy

Child Protection

Purpose	The purpose of this policy is to provide written processes about: (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 staff, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, parents, volunteers and people undertaking work experience or vocational placements at <i>The River School</i> .	
Responsibility	School Principal	
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Child Safe Organisations Act 2024 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provision) 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) • Criminal Code Act 1899 (Sections 229BB and 229BC) 	
Related Policies	<ul style="list-style-type: none"> • The River School Child Risk Management • The River School Child Protection Reporting Form • The River School Student Safety and Wellbeing Policy • The River School Work Health and Safety Policy • The River School Code of Conduct Policy • The River School Complaints Handling Policy • The River School Complaints Handling Procedure 	
Status	Approval by AME Ltd Board 18/02/26	Supersedes CPP2025
Last Review Date	February 2026	Next Review Date February 2027
Review Cycle	Annually	Version ID RCHAP2026 replaces CPP2025
Authorisation	Board Chair	Date of Authorisation 18 th February 2026
Policy Owner:	AME Ltd Board	

1. Definitions

Harm, as per s.9 of the Child Protection Act 1999, 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; emotional abuse; 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.
- **Child in need of protection**, as per s.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 the harm.
 - **Sexual abuse**, as per s.364 of the *Education (General Provisions) Act 2006*, in relation to a relevant person includes sexual behaviour involving the relevant ~~the~~ student 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 ~~student~~ 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.
 - **Staff**, in this policy, refers to full-time, part-time, permanent, fixed term, casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

2. Health and Safety

The River 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).

3. 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 – refer to the River School's Student Safety and Wellbeing Policy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

4. Conduct of Staff and Students

All staff will 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.

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)*

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

5. Reporting Inappropriate Behaviour

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

- Judy Raudon-Hill (Principal)

or

- Pira Bezeriat (Office Manager)⁴

6. 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*.

7. Reporting Sexual Abuse⁶

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

The staff member (the first person) must give a written report about the abuse or suspected abuse to the School's Principal or a director of the school's governing body immediately.

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

If the first person who becomes aware or reasonably suspects sexual abuse is The River 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.

7.2 A report under this section must include the following particulars:

- the name of the person giving the report (the **first person**);
- the student's name and sex;
- details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- details of the abuse or suspected abuse;
- any of the following information of which the first person is aware:
 - the student's age;
 - the identity of the person who has abused, or is suspected to have abused, the student;
 - the identity of anyone else who may have information about the abuse or suspected abuse⁷.

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)*

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

8. Reporting Likely Sexual Abuse⁸

8.1. 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) kindergarten aged child registered in a kindergarten learning program at 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 school.

then the staff member (first person) must give a written report about the suspicion, to the school's principal or a director of the school's governing body immediately.

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

8.2. 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.

9. Reporting Physical and Sexual Abuse¹⁰

9.1 Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, teacher [approved teacher under the *Education (Queensland College of Teachers) Act 2005* employed at school], 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.

9.2. 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.

9.3. 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

⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c) & Education (General Provisions) Regulation 2017 (Qld) s.69*

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

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

Board Approval – February 2026 [policy based on ISQ update November 2025]

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 Services: 1300 703 762

Child Safety after Hours Services Centre: 1800 177 135

10. Responsibilities under Criminal Code Act 1899 (QLD)

10.1 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.

10.2 Failure to Report¹³

Under section 229BC of the Code, all 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.

10.3 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.

11. 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. Staff, students, and parents are made aware of the school's child protection process via; the school's public website and Facebook page, as well as hard copies available in the staff room and office.

12. 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 administration¹⁶.

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*

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)*

13. 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. Training will include Independent Schools Qld (ISQ) Child Protection Online Course and discussion of The River School *Reporting Concerns of Harm and Abuse Policy* and procedures at staff meetings and targeted Professional Development workshops. Evidence of staff training will be recorded on The River School's Professional Development attendance register, staff meeting minutes and agendas. The School Board will be advised of staff training and procedural updates via the principal's report to the AMEL Board.

14. 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. This will involve evidence of staff training, all related forms, policy and procedures, reviewed and updated.

15. Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under The River School's *Complaints Handling Policy*¹⁹.

Additional Resources

- ISQ Fact Sheet "Child Protection Reporting by Legislation"
- National Principles (Child Safe Organisations) – Child Safe Standards and the Universal Principle
- Child Protection Tree (ISQ) for Principals and Board Directors

Child Safety Services Centre

Caloundra Child Safety Service Centre

Address: 129 Bulcock Street Caloundra Qld 4551

Postal address: PO Box 1144 Caloundra Qld 4551

Phone: (07) 5438 5400

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)

ACKNOWLEDGMENT OF THE CHILD PROTECTION POLICY AS READ AND UNDERSTOOD

I _____ have read, understood, and agree to comply with the terms of this Child Protection Policy.

- Visitor
- Volunteer
- Student teacher / Work Experience / Vocational training
- Staff member of The River School
- Early Childhood Education and Care Professional

- **Position**

Signed: _____ **Date:** _____