



# CHILD PROTECTION POLICY

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## CHILD PROTECTION POLICY

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ISSUED:	9 February 2015				
REVISED:	9 July 2015	27 Oct. 2015			

**If a student is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately, by dialling 000.**

### 1. Introduction

Under legislation, duty of care obligations, and the faith basis of Marist College Ashgrove, the College is committed to providing a safe environment to all students and to upholding their best interests and wellbeing.

The processes detailed in this Policy are designed to facilitate these commitments and are compliant with Regulation 10 of the *Education (Accreditation of Non-State Schools) Regulation 2001*, as amended in 2014.

### 2. Definitions

**Child** means a person up to the age of 18 years of age.

**Student** means any person regardless of age who is enrolled at the School.

**Confidentiality** it is important when handling complaints information that the confidentiality of all parties concerned is respected. Information will be regarded as confidential if:

- (i) the information has the 'necessary quality of confidence' in that any unauthorised use would be detrimental to a party and that:
- (ii) it was shared or confided under circumstances where there was a special need for trust, e.g. between the harassment officer and the complainant, or between the Headmaster and the alleged offender.
- (iii) Information will be shared only if it is necessary to comply with the requirements of this Policy (designated persons) or as required by law.

**Designated persons** are persons designated to perform the specific duties, often in the absence or unavailability of senior staff.

**Staff** includes all staff, without exception, whether paid or volunteers, e.g. those involved in teaching or administration, bus drivers, cleaners, groundsman, sporting coaches, sporting referees, teacher assistants, and volunteers working in any capacity for the College.

**Harm** (section 9 of the *Child Protection Act 1999* as amended in 2014) caused to a Student under 18 years: is any detrimental effect of a significant nature on a Student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. The harm can be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.

**Teacher** is a person employed in the capacity of a registered teacher at the College, and includes full time, part time, casual and re-appointments.

**Sexual Abuse** (*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;
- (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

**Reportable Suspicion** (*Child Protection Act, 1999*) is one where a teacher (extended under the Policy to all staff):

- (a) has a reasonable suspicion that a student has suffered, is suffering, or is at an 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 Student from harm.

**Inappropriate Behaviour by a Staff Member towards a Student:** *Inappropriate Behaviour* is NOT defined by law.

It includes inappropriate behaviour by a staff member towards a student that is unwelcome or familiar behaviour that causes a student to feel uncomfortable or which breaches the trust implicit in an adult-student relationship. All behaviours must comply with accepted societal values, professional obligations (as outlined in the College's *Code of Professional Conduct*) and contractual obligations, current legislation and/or legal precedent. Behaviour which would be regarded by a reasonable person to be inappropriate between an adult and a child will be responded to as such even if the child does not reject it or indicate it is unwelcome.

N.B. Many of these behaviours fall under the criminal offence of "grooming" or "maintaining a relationship with a child".

**Neglect** – The term *neglect* in this Policy may be defined as any act or omission whereby the child is not cared for in the reasonable opinion of the College. According to the Department of Communities, neglect occurs when a child's basic necessities of life are not met, and their health and development are affected. Basic needs include:

- Food
- Housing
- Health care
- Adequate clothing
- Personal hygiene
- Hygienic living conditions
- Timely provision of medical treatment
- Adequate supervision

**Relevant person** according to ss 366 and 366A (a) to (c) of the *Education (General Provisions) Act 2006* means:

- (a) a student under 18 years attending the school;
- (b) a pre-preparatory age child registered in a pre-preparatory learning program at the school;
- (c) a person with a disability who:
  - (i) under section 420(2), is being provided with special education at the school; and
  - (ii) is not enrolled in the preparatory year at the school.

**Natural Justice** – The principle of natural justice will apply to processes and decisions under this Policy.

The principles of *Natural Justice* are that:

A person alleged to have behaved improperly

- has a right to particulars of what has been allegedly done;
- has the right to respond to the allegations;
- has a right to be heard in an unbiased forum.

**Notifier** is a person who brings notice of a student protection matter to the attention of the College.

**Student Protection Officers** – refers to (at least 2) named and published Staff Members (as required under the *Education (Accreditation of Non-State Schools) Regulation 2001*) to whom students may refer complaints.

**Designated Board Director** is the person, appointed unanimously by the Trustees of the Marist Brothers, to receive and report sexual abuse matters regarding students. For the purposes of this Policy, this role is fulfilled by Br Neville Solomon.

**Independent Protection Advisor** – may be appointed by the College, and is independent of the College, but available for assessment of complaints.

**Vexatious Complaint** – a vexatious complaint is a complaint which has no substance and which may be brought with ill intent. Vexatious complaints may have serious consequences under the College Policy and legislation.

**Unacceptable Risk** – if the report of alleged Inappropriate Behaviour/harm is of such concern that in the reasonable view of the Headmaster (with consultation) the person implicated would be a danger – that person can be stood down or suspended in the interim.

**Incident** – any activity or set of circumstances of Inappropriate Behaviour, sexual abuse, or suspected sexual abuse, or where harm has occurred or is reasonably suspected.

**Unprofessional Conduct** is any behaviour which, by its nature, is inappropriate, unwise and has potentially damaging consequences.

**Relevant State Authority** is defined as the Police or Department of Communities Child Safety and Disability Services (DCCS DS).

### 3. The Law

The College obligations in relation to this Policy are covered by the following:

*Education (General Provisions Act) 2006;*

*Education (Accreditation of Non-State Schools) Regulation 2001, as amended in 2014*

*Anti-Discrimination Act 1991;*

*Education (Queensland College of Teachers) Act 2005;*

*Work Health & Safety Act 2011;*

*Working with Children (Risk Management and Screening) Act 2000*

*Child Protection Act, 1999, as amended in 2014*

### 4. Principles

This Policy is founded on the following principles:

- (a) Every child has a right to protection from harm.
- (b) The welfare and best interests of the child are paramount.
- (c) Families have the primary responsibility for the upbringing, protection and development of their Children.
- (d) Under the Enrolment Contract, the College and parents will work together in the best interests of the Child.
- (e) All actions taken by the College will be in the best interests of the child and will include the reporting of family issues, as required by law.
- (f) As part of its pastoral care commitments, the College will provide appropriate support to the child and family where harm is alleged to have taken place.
- (g) The College will screen new staff/volunteers in relation to their suitability to work with children. [Suitability card & teacher registration will ensure compliance.]
- (h) The College will not tolerate behaviours which breach the law and this Policy. Such behaviours will result in penalties being imposed by the College.
- (i) The College will provide pastoral care to alleged offenders if they are students or employees of the College.
- (j) The confidentiality of all parties will be respected.

### 5. Scope

This Policy and procedures set out the requirements under Regulation 10 of the *Education (Accreditation of Non-State Schools) Regulation 2001* to provide processes that accord with the Child Protection Legislation about how the school will respond to harm or allegations of harm to students and the appropriate conduct of the school's staff and students. It applies to all complaints of sexual and physical abuse, to other types of harm, including harm caused by emotional abuse and neglect, and to inappropriate behaviour. It applies to all staff and students at the College.

## 6. Policy Statement

- (a) The College will comply with the mandatory reporting requirements under law.
- (b) The College has processes in place which allow it to respond to issues of Student Protection promptly and consistently.
- (c) The College will work in partnership with the State authorities.
- (d) The College will work as appropriate with Family and Child Connect Services.
- (e) The College will work in partnership with parents as part of the contractual relationship established by the Enrolment Contract.
- (f) The College will provide appropriate pastoral support for students and families.
- (g) Penalties for breach of this Policy will attract College-imposed penalties additional to any imposed at law.

## 7. Responsibilities

### a) Regional Council

The Regional Council:

- will discharge their duties in accordance with Regulation 10(6)(a-d);
- will receive regular reports from the Headmaster at Council Meetings;
- will ensure the College *Complaints Policy* covers Child Protection complaints regarding non-compliance; and
- will designate Br Neville Solomon to receive and report (to external authorities) any allegations relating to sexual abuse, including likely sexual abuse.

### b) Headmaster

The Headmaster: (see Appendix A)

- (a) will promote and arrange for in-service training for all staff in legal compliance with Child Protection legislation and matters contained in this Policy;
- (b) will appoint Student Protection Officers;
- (c) will implement procedures for screening of all persons involved in the College;
- (d) in cases of reasonable suspicion or allegations of sexual abuse and likely sexual abuse, or a Reportable Suspicion, will mandatorily report this to the relevant State authorities in accordance with mandatory requirements;
- (e) will consult with College Leadership (comprising the College Leadership Team and Middle Leaders and Student Protection Officers) as appropriate;
- (f) In all matters of sexual abuse allegations, advise Br Neville Solomon, under s366 A and s366 of the *Education (General Provisions) Act 2006*
- (g) will investigate reports of inappropriate behaviour internally and according to the principles of Natural Justice;
- (h) will respond to concerns raised about psychological or emotional harm, neglect and exploitation including as appropriate by investigation and referral to Family and Child Connect Services;

- (i) will take all necessary action in the standing down of any staff or student/s in relation to matters covered by this Policy and carrying out any disciplinary measures noted in the Policy; and
- (j) will report any investigation carried out regarding the conduct of a teacher to the Queensland College of Teachers.

**c) Br Neville Solomon**

He is designated by Trustees of the Marist Brothers to receive and to report any allegations of sexual abuse, including likely sexual abuse.

**d) Student Protection Officers**

- (a) will be appointed by the Headmaster;
- (b) will undertake training in the requirements of the role;
- (c) will attend scheduled meetings with middle leaders, as appropriate;
- (d) will be known to staff, parents and students, and be demonstrably accessible;
- (e) will follow the procedures set out in this Policy;
- (f) must inform the Head of Students, Headmaster or Br Neville Solomon of all incidents of harm, or where harm is reasonably suspected or there is an unacceptable risk or harm or of sexual abuse, or likely sexual abuse, or inappropriate behaviour which are brought to their attention, in accordance with Appendix A.

**e) Teachers/Staff**

Teachers (and under this Policy, all staff — see Appendix A):

- (a) must comply with mandatory reporting obligations under the *Child Protection Act 1999*, the *Education (General Provisions) Act 2006* and Regulation 10 of the *Education (Accreditation of Non-State Schools) Regulation 2001* (all as amended);
- (b) must comply with this Policy regarding protective procedures;
- (c) on receipt of a complaint of inappropriate behaviour, or harm, or a reasonable suspicion of harm, must report to a Student Protection Officer, the Headmaster or to Br Neville Solomon;
- (d) will protect confidentiality, (under a Confidentiality Agreement) of the person disclosing the allegations and the details of the allegations.

**f) Students**

All students are expected to contribute to the care and wellbeing of other students by complying with all College policies, rules and directions. Students may report concerns about student safety (see Appendix A, Reporting Summary 3).

**8. Timely Response**

The Headmaster will ensure that a timely response to all issues of child safety and wellbeing will be made.



## 9. Investigation

- (a) The College staff do not in any way investigate mandatory reporting matters. They will co-operate with the State authority.
- (b) For an action falling short of mandatory reporting, the Headmaster may decide on a number of responses including investigating the matter internally or with assistance of an external investigator.
- (c) Other actions may include:
  - Working in partnership with parents;
  - Referrals to Family and Child Support Services; or
  - Notifying Child Safety and Police as a matter of discretion (even if not mandatory).

## 10. Consequences of Breach of Policy

- (a) (i) Conduct which breaches this Policy may result in criminal penalties as decided by legal process;
- (a) (ii) In all such cases the Headmaster will stand down a staff member pending the result of investigation by the Police.
- (b) Other breaches of this Policy, which may not result in external penalties, will result in consequences imposed by the Headmaster and may include:
  - apology;
  - counselling;
  - warning;
  - demotion;
  - suspension;
  - standing aside;
  - termination; or
  - expulsion (in the case of a student)
- (c) Where a complaint / allegation is found to have no substance, every effort will be made to re-instate the alleged offender's status and reputation.

## 11. Protection for Notifier

- (a) The *Child Protection Act 1999* provides for the confidentiality of information supplied by the person making a notification.
- (b) Also Section 197A of the Act provides for the protection from civil liability for persons, who, acting honestly and reasonably, notify or give information about suspected harm to a child. It states that merely because the person gives the notification or information, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct.

In accordance with this Act the College will protect the identity of the Notifier of information – unless required otherwise by Law.

## 12. Anonymous Complaints

Such complaints, by their very nature provide difficulties, however, the College will investigate the validity of each one to the extent possible.

### 13. Record Keeping

Any staff member who has concerns about the safety or wellbeing of a child, either through suspicion or disclosed, MUST:

- a) keep anecdotal records of observations, focusing on the persistence of indicators over time and the severity of effects;
- b) if speaking to a child, keep questions to *what/where/when*;
- c) take only short notes – must not investigate; and
- d) present such documentation to a Student Protection Officer (Appendix A).

Should the Headmaster need to interview the child further, the same procedures must be followed.

Records must be kept in a locked file by the Headmaster.

### 14. Review of Policy

This Policy will be reviewed every two years or as required by legislation.

## APPENDIX A

## REPORTING SUMMARY 1

## MANDATORY REPORTING OF SEXUAL ABUSE, LIKELY SEXUAL ABUSE AND PHYSICAL ABUSE

Legislation	If	Then
Reporting Sexual abuse or likely sexual abuse under sections 366 and 366A of the <i>Education (General Provisions) Act 2006</i> .	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>You are a College staff member; and</li> <li>You are aware or reasonably suspect that a Student has been, or is likely to be, sexually abused by another person.</li> </ul>	<ol style="list-style-type: none"> <li>Complete the College's reporting form (Appendix B).</li> <li>Discuss your concerns with your Headmaster.</li> <li>The Headmaster will make a report to the Police and inform you.</li> <li>If you suspect the Headmaster is involved in the abuse, directly inform Br Neville Solomon, who will report it to the Police.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>You are the Headmaster or Br Neville Solomon and</li> <li>A staff member, including a teacher, reports a concern that a student has been, or is likely to be, sexually abused by another person.</li> </ul>	<ol style="list-style-type: none"> <li>Ensure that the College's reporting form is completed.</li> <li>Make a report to the Police immediately.</li> <li>Inform the Trustees of the Marist Brothers of the report.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
Reporting Sexual and Physical abuse under Sections 13E and 13G of the <i>Child Protection Act 1999</i> .	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>You are a teacher, or staff member (as included by College Policy), and</li> <li>You have a "reportable suspicion", i.e. a reasonable suspicion that a student— <ol style="list-style-type: none"> <li>has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and</li> <li>may not have a parent able and willing to protect the Child from the harm.</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>Complete the College's reporting form. You may then do either of A and B below: <ol style="list-style-type: none"> <li>Make a report directly to the Department, as provided for under the <i>Child Protection Act 1999</i>.</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>Discuss your concerns with the Headmaster. <ol style="list-style-type: none"> <li>The Headmaster will make a report to Child Safety.</li> <li>The Headmaster will inform you of their report.</li> <li>If you are a teacher, and not satisfied that the mandatory report has been made to the Department of Child Safety, you may make a report directly to the Department.</li> <li>If you suspect the Headmaster is involved in the abuse, directly inform Br Neville Solomon.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol> </li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>You are the Headmaster or Br Neville Solomon and</li> <li>A teacher (or staff member under College Policy) reports a reportable suspicion to you.</li> </ol>	<ol style="list-style-type: none"> <li>Ensure that the College's reporting form is completed.</li> <li>Make a report to Child Safety.</li> <li>Inform the teacher/staff member of your report so that their own duty to report is fulfilled.</li> <li>Inform the Trustees of the Marist Brothers of the staff member's report.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>

## APPENDIX A

## REPORTING SUMMARY 2

## PSYCHOLOGICAL OR EMOTIONAL HARM, OR NEGLECT

Legislation	If	Then
Reporting Psychological, Emotional Harm, or Neglect under S13A of the Child Protection Act and Regulation 10 of the <i>Education (Accreditation of Non-State Schools) Regulation 2001</i> , as amended in 2014.	E. You are a staff member/Student Protection Officer; and receive or have a concern of this nature.	<ul style="list-style-type: none"> <li>a. Complete the College's reporting form.</li> <li>b. Discuss the student's report with the Student Protection Officer or Headmaster.</li> <li>c. The Headmaster will take appropriate action in the circumstances.</li> <li>d. Keep appropriate records of your decisions and actions.</li> </ul>
	F. You are the Headmaster; and G. You receive a report or concern of this nature.	<ul style="list-style-type: none"> <li>a. Interview the staff member.</li> <li>b. Interview the student reporting the behaviour.</li> <li>c. Interview other persons who may be able to provide useful information.</li> <li>d. Take appropriate action on the basis of your investigation               <ul style="list-style-type: none"> <li>i. Utilise internal supports; and</li> <li>ii. Work in contractual partnership with parents.</li> </ul> </li> <li>e. Notify at your discretion to Police, Child Safety.</li> <li>f. Refer to Family and Child Connect Services.</li> <li>g. Report to the Governing Body as appropriate.</li> <li>h. Keep appropriate records of your decisions and actions.</li> </ul>
Queensland College of Teachers Act 2005, Section 76	H. You are the Headmaster; and I. The College is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher.	<ul style="list-style-type: none"> <li>a. As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers</li> <li>b. The notice must include the following—               <ul style="list-style-type: none"> <li>a) the name of the employing authority;</li> <li>b) the name of the College;</li> <li>c) the name of the relevant teacher;</li> <li>d) the day the investigation started; and</li> <li>e) the allegation, particulars of the allegation and any other relevant information.</li> </ul> </li> </ul>

## APPENDIX A

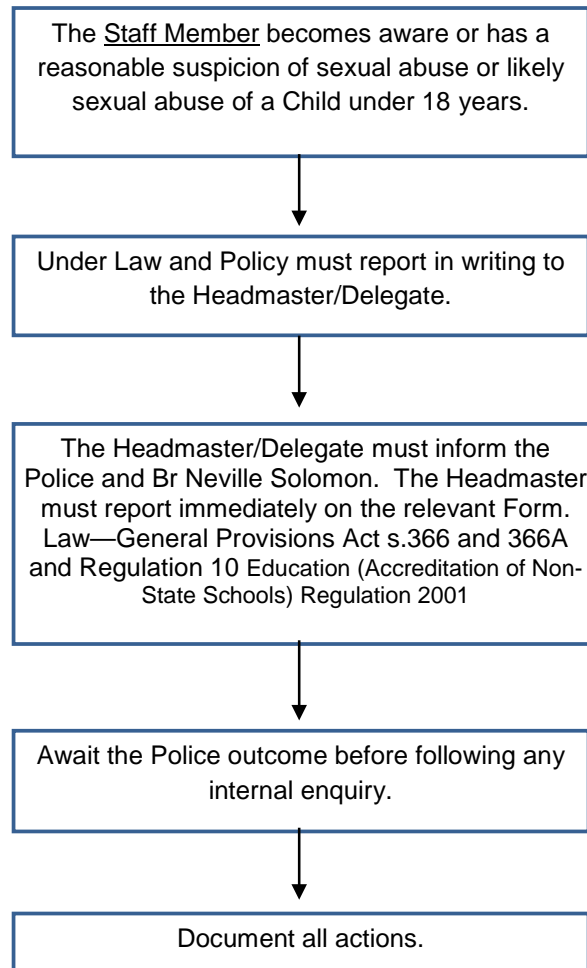
## REPORTING SUMMARY 3

## INAPPROPRIATE BEHAVIOUR

Legislation	If	Then
Reporting Inappropriate Behaviour under S. 10 (Accreditation Regulation 2001)	J. You are a student; and K. A staff member at the College has behaved in a way you consider is inappropriate.	a. Report the behaviour to a Student Protection Officer or Headmaster.
	L. You are a staff member/Student Protection Officer; and receive or have a concern of this nature.	a. Complete the College's reporting form. b. Discuss the student's report with the Student Protection Officer, Headmaster or Br Neville Solomon. c. The Headmaster or Br Neville Solomon will take appropriate action in the circumstances. d. Keep appropriate records of your decisions and actions.
	M. You are the Headmaster/Delegate and receive a report of this nature.	a. Interview the student reporting the behaviour. b. Interview the staff member named in the report as engaging in inappropriate behaviour. c. Interview any other person who may be able to provide useful information. d. Investigate. e. Take appropriate action on the basis of your investigation. f. Report to Trustees of the Marist Brothers, as appropriate. g. Keep appropriate records of your decisions and actions.

## APPENDIX A

## REPORTING TREE 1

**MANDATORY** REPORTING**(1) Harm in the Nature of Sexual Abuse or Likely Sexual Abuse– To Police**

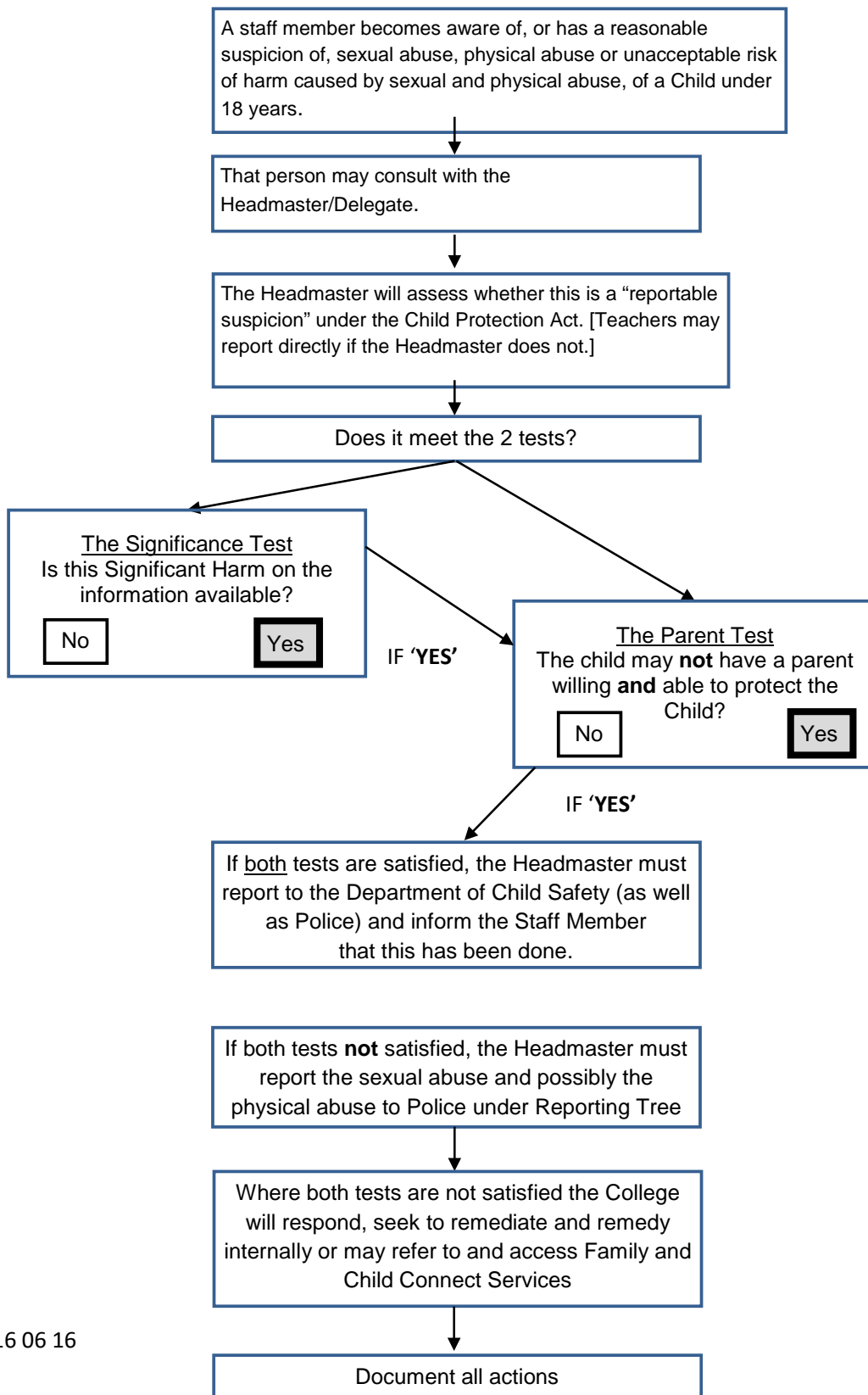
APPENDIX A

REPORTING TREE 2

**MANDATORY** REPORTING

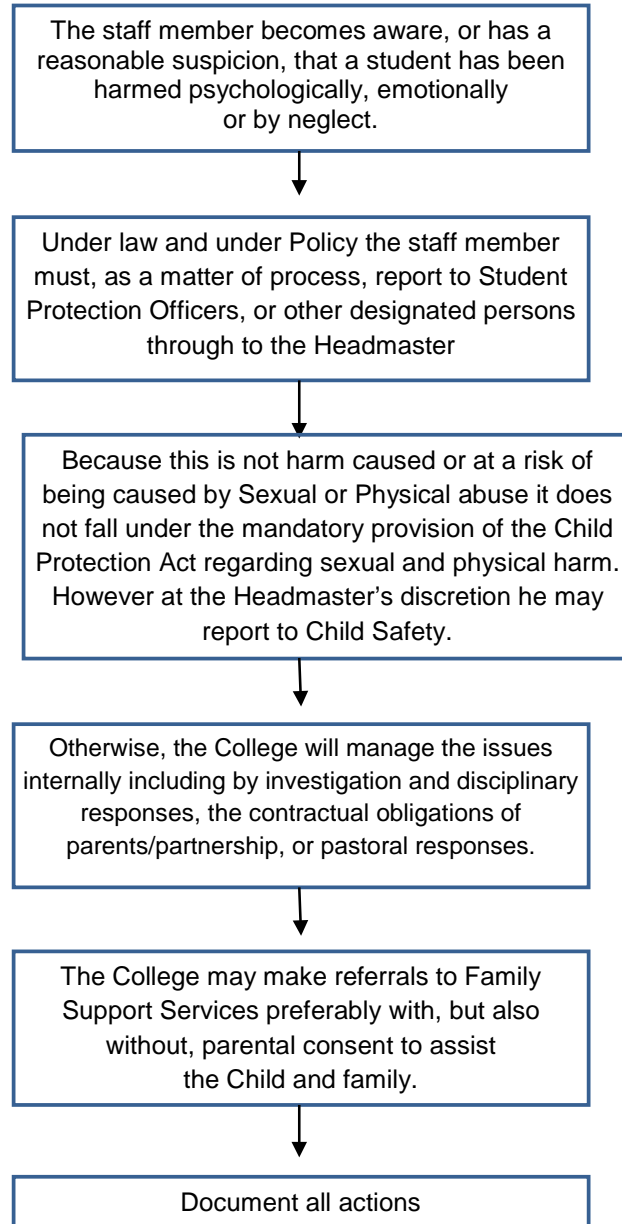
**(2) Harm or Unacceptable Risk of Harm in the Nature of Sexual or Physical Abuse – To Dept of Communities**

(This Policy expands the obligations placed on a teacher to all staff.)



## APPENDIX A

## REPORTING TREE 3

**NON-MANDATORY REPORTING****(3) Discretionary Reporting of “Other” Harms – psychological, emotional, neglect, exploitation**



**APPENDIX B – Staff Reports to College**

**Form A: REPORTING – ALL CONCERNS EXCEPT SEXUAL ABUSE  
AND PHYSICAL ABUSE**

**CONFIDENTIAL**

Staff are required under Policy to report any concerns regarding psychological or emotional harm, self-harm, neglect, exploitation or Inappropriate behaviour to the Student Protection Officers, other middle or senior leaders, or the Headmaster.

This form is to be initiated by the staff member who has become aware of a concern and forward it to Student Protection Officer or Headmaster. Both the Student Protection Officer and the Head of Students will review the form and sign the form as evidence of their review.

Name of Student: \_\_\_\_\_ Gender: \_\_M / F\_\_

Year Level: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

I first became aware of the situation (approx. date) \_\_\_\_\_

Has the concern arisen internally or externally to the College?

Internally       Externally

I became aware of this situation because the student involved:

Spoke to me                       Observed

Spoke to another Student       Other \_\_\_\_\_

Spoke to another Staff Member \_\_\_\_\_

Following is a brief description of what the student said:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identity of anyone else who may have supporting information: \_\_\_\_\_

Do you consider this matter to fall into one or more of the following categories:

- Emotional
- Psychological
- Self-Injury
- Neglect

Inappropriate Behaviour of:

- Student to Student
- Student to Staff
- Staff Member to Student

*I confirm the details above (to the best of my knowledge) to be correct. I will maintain the confidentiality of all persons involved, and expect the information passed on will be acted upon and resolved in accordance with the College Child Protection Policy.*

\_\_\_\_\_  
Signed by staff member initiating process

\_\_\_\_\_  
Date

-----  
Provided to:

Student Protection Officer  on \_\_\_\_\_  
Date

Head of Students  on \_\_\_\_\_  
Date

Headmaster  on \_\_\_\_\_  
Date

Signature of person receiving this report form: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Role: \_\_\_\_\_

**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_ agree that the information provided by me and/or obtained by me in the process in relation to the issue of “harm” to \_\_\_\_\_ (name), a student at \_\_\_\_\_ College will not be disclosed to any other person at any time now or in the future, except in the circumstances where the information is required by the law or by a Court of Law.

\_\_\_\_\_

**(Name)**

\_\_\_\_\_

**(Signed)**

\_\_\_\_\_

**(Date)**

**APPENDIX B – Staff Reports to College**

**Form B: MANDATORY REPORTING FORM FOR REPORTING KNOWN/SUSPECTED/LIKELY SEXUAL ABUSE TO POLICE**

Reporting of all incidents or suspicions is mandatory for staff whether the situation has occurred inside or outside the College.

This form is to be initiated by the staff member who has become aware of, or is suspecting that there may be sexual abuse, or likely sexual abuse, of a student and is to be forwarded to Headmaster or to Br Neville Solomon, immediately. Both the Student Protection Officer and the Head of Students will review the form and sign the form as evidence of their review.

\*Name of Student: \_\_\_\_\_

\*Gender of Student \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Year Level: \_\_\_\_\_

Name of the staff member filling in this form: \_\_\_\_\_

Role: \_\_\_\_\_

I first became aware of/suspected or considered abuse to have occurred or be likely (approx date):  
\_\_\_\_\_

I became aware of this situation because the student involved:

<input type="checkbox"/>	Spoke to me	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Spoke to another student		_____
<input type="checkbox"/>	Spoke to another staff member		_____
<input type="checkbox"/>	Staff member/other observation comment		_____

\*Following is a brief description of what the student said (details of abuse or suspected abuse).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Age \_\_\_\_\_

Identity of person suspected/likely to have caused abuse \_\_\_\_\_

Identity of anyone else who may have information about abuse \_\_\_\_\_

\_\_\_\_\_

*I confirm that the details above are to my belief correct. I will maintain the confidentiality of all persons involved, and expect the information passed on will be acted upon and resolved in accordance with the College Student Protection Policy.*

	Date
*Signed by staff member initiating process (and full name)	
Referred to Headmaster	Date Received
<b>Signed:</b> by Headmaster	
Referred to Br Neville Solomon	Date Received
<b>Signed:</b> Br Neville Solomon	
Headmaster reported to Police	Date Referred
<b>Signed:</b> Headmaster	

*\* IT IS A MANDATORY REQUIREMENT TO PROVIDE THESE DETAILS*

**APPENDIX B – Staff Reports to College**

**Form C: MANDATORY REPORTING FORM FOR REPORTABLE SUSPICION – TO DEPARTMENT OF COMMUNITIES**

Reporting of all incidents or suspicions is mandatory for staff whether the situation has occurred inside or outside the College.

This form is to be initiated by the staff member who has become aware of or suspects harm or unacceptable risk of harm caused by sexual abuse or physical abuse of a Student and forwarded to Headmaster or to Br Neville Solomon immediately. Both a Student Protection Officer and the Head of Students will review the form and sign the form as evidence of their review.

Does this report concern:	Sexual Harm?	<input type="checkbox"/>
	Physical Harm?	<input type="checkbox"/>
Does it pass the significant harm test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child have a parent who may not be willing and able to protect them from the harm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*Name of Student:	_____
*Gender of Student:	_____ DOB: ____/____/_____
Year Level:	_____
Name of the staff member filling in this form:	_____
Role:	_____
I first became aware of/suspected or considered abuse to be likely (approx date):	_____
I became aware of this situation because the student involved:	
<input type="checkbox"/> Spoke to me	<input type="checkbox"/> Other _____
<input type="checkbox"/> Spoke to another student	_____
<input type="checkbox"/> Spoke to another staff member	_____
<input type="checkbox"/> Staff member/other observation comment	_____
*Following is a brief description of what the student said (details of abuse or suspected abuse).	
	_____
	_____

\_\_\_\_\_

\_\_\_\_\_

Student Age \_\_\_\_\_

Identity of person suspected/likely to have caused abuse \_\_\_\_\_

Identity of anyone else who may have information about abuse \_\_\_\_\_

\_\_\_\_\_

*I confirm that the details above are to my belief correct. I will maintain the confidentiality of all persons involved, and expect the information passed on will be acted upon and resolved in accordance with the College Student Protection Policy.*

\_\_\_\_\_

**\*Signed** by staff member initiating process (and full name) \_\_\_\_\_ Date \_\_\_\_\_

Referred to Headmaster \_\_\_\_\_

**Signed:** by Headmaster \_\_\_\_\_

Date Received \_\_\_\_\_

Referred to Br Neville Solomon \_\_\_\_\_

**Signed:** Br Neville Solomon \_\_\_\_\_

Date Received \_\_\_\_\_

The Headmaster informed me on \_\_\_\_\_ that he mandatorily reported to the  
(Date)

Department of Communities on \_\_\_\_\_  
(Date)

*\* This matter may be referred directly to Dept of Communities or may be referred through Headmaster*