

28/2/06 - compliant - see emailed reporting form @Tanya

Page 1 of 3

CHECK/ASSESSMENT SHEET

Health, Safety and conduct of Staff and Students

Education (Accreditation of Non-State Schools) Act and Regulation 2001

Preambles	Comments
Name of school	Catholic Education Diocese of Toowoomba.
Name of Governing Body	

ACCREDITATION CRITERIA

HEALTH, SAFETY AND CONDUCT OF STAFF AND STUDENTS [Regulation, s.10]

1. Written processes about appropriate conduct of staff and students that accord with child care and protection legislation
[Regulation, s.10(2)]

REPORTING INAPPROPRIATE BEHAVIOUR (Ss 10(3) and (4))

2. Do written processes include process for reporting by a student to a stated staff member behaviour of another staff member that student considers is inappropriate
[Regulation, s.10(3)(a)]

Satisfactory
Unsatisfactory

Brochure

3. Do written processes include process for how the information reported to the stated staff member must be dealt with by the stated staff member
[Regulation, s.10(3)(b)]

Satisfactory
Unsatisfactory

Section 2

4. Are there stated at least 2 staff members to whom a student may report the behaviour.
[Regulation, s.10(4)]

Satisfactory
Unsatisfactory

Teacher, School Counsellor, Student Protection contacts

REPORTING SEXUAL ABUSE OR SUSPECTED SEXUAL ABUSE (S10(5)(a); S146B EDUCATION (GENERAL PROVISIONS) ACT 1989)

5. Do written processes include a process for reporting sexual abuse or suspected sexual abuse in compliance with the *Education (General Provisions) Act 1989*, section 146B
[Regulation, s.10(5)(a)] i.e. :-

Satisfactory
Unsatisfactory

Section 1 + 3

In cases where a staff member (first person) becomes aware, or reasonably suspects, that a student under 18 years attending the school has been sexually abused by an employee (i.e. a person engaged to carry out work at the school for financial reward)

Process must provide:

Satisfactory
Unsatisfactory

- (a) *the first person must give a written report to the school's principal (i.e. the person responsible for the school's day-to-day management, Education (General Provisions) Act 1989) or a director of the school's governing body (i.e. a person appointed as a director of the company or person/member of the executive or management entity) immediately and*
- (b) *the principal or director must immediately give a copy of the report to a police officer*

The report must include:-

- name of person giving report (first person)
 - ✓ student's name and sex
 - details of the basis for first person becoming aware, or reasonably suspecting, student has been sexually abused by an employee of the school
 - ✓ details of the abuse or suspected abuse
 - any of the following of which the first person is aware:
 - *student's age; identity of employee 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 abuse
- [Section 76AA Education (General Provisions) Regulation 2000

Satisfactory
 Unsatisfactory

✓ corrected 28/12/06

clearly
 27/12/06 Telephoned Ian - left message to call 12pm
 (if known)

2.30pm returned Ian's call - we discussed changing the entry on page 2. Will remove "physical injured" + will re-submit.

REPORTING HARM (S10(5)(b))

"Harm" [defined in s.3] as any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused and can be caused by -

- (a) physical, psychological or emotional abuse or neglect; or
- (b) sexual abuse or exploitation

(nb: self-harm falls within ambit of definition also)

NB: Child Protection Act

Identity of notifier of harm to remain confidential (released only in accordance with s.186)

once a report of harm is made, responsibility of Dept of Child Safety or Qld Police Service to contact parents if considered appropriate (s.15)

once reported, it is role of Dept of Child Safety or QPS to investigate - principal or other person should not investigate beyond satisfying himself/herself that there are reasonable grounds to suspect a student has been or may be harmed

6. Do written processes include a process for the reporting by a staff member, to the school's principal or another person nominated in the process, of harm that the staff member is aware or reasonably suspects has been caused to a student who, when the harm was caused or is suspected to have been caused, was under 18 years

Satisfactory
 Unsatisfactory

Section 2, 1 + 3

[Regulation, s.10(5)(b)(i)(A)]

AND

is not harm to which s10(5)(a) applies (i.e. not sexual abuse or suspected sexual abuse)

[Regulation, s.10(5)(b)(i)(B)]

7. Do written processes include a process for the reporting by the principal or other person, to a relevant State authority, of the harm or suspected harm if the principal or other person also is aware or reasonably suspects the harm has been caused

Satisfactory
 Unsatisfactory

Principal / SPC.

[Regulation, s.10(5)(b)(ii)]

"relevant State authority" means -

- (a) the chief executive, or another officer, of the department in which the Child Protection Act 1999 is administered; or
- (b) an authorised officer under the Child Protection Act 1999; or
- (c) a police officer.

ACCESSIBLE PROCESSES

8. Are the written processes readily accessible by staff and students
[Regulation, s.10(6)(a)]
- | | | |
|----------------|-------------------------------------|----------------------|
| Satisfactory | <input checked="" type="checkbox"/> | p3, Section 3. & p8. |
| Unsatisfactory | <input type="checkbox"/> | |
9. Do the written processes provide for how staff and students are to be made aware of the processes
[Regulation, s.10(6)(b)]
- | | | |
|----------------|-------------------------------------|------------|
| Satisfactory | <input checked="" type="checkbox"/> | Section 5. |
| Unsatisfactory | <input type="checkbox"/> | |

IMPLEMENTATION

10. Is the governing body able to demonstrate how the school is implementing the processes
[Regulation, s.10(7)]
- | | | |
|----------------|-------------------------------------|---------------------------------|
| Satisfactory | <input checked="" type="checkbox"/> | Inservice Document - appendix 4 |
| Unsatisfactory | <input type="checkbox"/> | |
| | | |
| | | Inservice Students - " 6. |

11. HEALTH, SAFETY AND CONDUCT OF STAFF AND STUDENTS — SCHOOL IS COMPLYING
[Regulation, s.10]
- | | |
|-----|-------------------------------------|
| YES | <input type="checkbox"/> |
| NO | <input checked="" type="checkbox"/> |

DATE: 27/2/06

SIGNED: Stamp