MACKAY CHRISTIAN COLLEGE

Christian Education on Purpose

ABN 22 010 555 389

5K 10 Child Protection Policy & Child Risk Management Strategy

Purpose:	The purpose of this policy is to provide written processes about: (a) how the College will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the College's staff and students to comply with accreditation requirements.
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Mackay Christian College (MCC).
Status:	Approved
Authorised by:	Board Chair
Date of Authorisation:	July 2026
References:	Working with Children Check Act 2000 Child Protection Act 1999 (Qld) Education (General Provisions) 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) Regulations 2020 (Qld) Criminal Code Act 1899 (sections 229BB and 229BC) Child Protection Regulation 2023 MCC Response to Complaints Policy MCC Complaints Handling Procedure MCC Child Risk Management Strategy (for Working with Children Check Act 2000) MCC Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld)) MCC Child Protection Reporting Form CP1, Suspected Harm/Sexual Abuse MCC Blue Card Policy (for Working with Children Check Act 2000)
Review Date:	Annually
Policy Owner/s:	College Board

Introduction
Under legislation, duty of care obligations and the Christian beliefs of MCC, the College is committed to providing a safe environment for all students. The procedures for reporting and managing Child Protection concerns are provided in Appendix A.

Definitions

- **Section 8 of the *Child Protection Act* 1999 - "Who is a *child?"***
  A ***child*** is an individual under 18 years.
- **Section 9 of the *Child Protection Act* 1999 - "Harm"**, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
  1. It is immaterial how the harm is caused.
  2. Harm can be caused by:
     a) physical, psychological or emotional abuse or neglect; or
     b) sexual abuse or exploitation.
  3. Harm can be caused by:
     a) a single act, omission or circumstance; or
     b) a series or combination of acts, omissions or circumstances.
- **Section 10 of the *Child Protection Act* 1999 - A "child in need of protection"** is a child who:
  a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
  b) does not have a parent able and willing to protect the child from the harm.
- **Section 364 of the *Education (General Provisions) Act* 2006 - "Sexual abuse"**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:
  a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
  b) the relevant person has less power than the other person;
  c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Health and Safety
The College 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 Check Act 2000.

Responding to Reports of Harm
When the College receives any information alleging 'harm'[1] to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This may include reporting through the principal to Child Safety. If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the principal, who may then refer the matter to Family and Child Connect.[2].

Conduct of Staff and Students
All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students[3].

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

- Ms Ulla Hansson – Pastoral Care Coordinator
- Ms Deb Wright – Head of Secondary
- Mrs Michelle Brownsey - Head of Primary

[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)*

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the College Principal. Where the College Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the College Board[4]. Reports will be dealt with under the College's Complaints Handling Policy.

Reporting Sexual Abuse[5]

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 College, 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 College;
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 College; and
   ii. is not enrolled in the preparatory year at the College;

then the staff member must give a written report about the abuse or suspected abuse to the College Principal or to a director of the College Board immediately.

The College Principal or a director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the College Principal, the College 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 College Board immediately.

A report under this section must include the following particulars:

a) the name of the person giving the report (the *first person*);
b) the student's name and sex;
c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
d) details of the abuse or suspected abuse;
e) any of the following information of which the first person is aware:
   i. the student's age;
   ii. the identity of the person who has abused, or is suspected to have abused, the student;
   iii. the identity of anyone else who may have information about the abuse or suspected abuse[6].

Reporting Likely Sexual Abuse[7]

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 College, 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 College;
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 College; and
   ii. is not enrolled in the preparatory year at the College;

then the staff member must give a written report about the suspicion to the College Principal or to a director of the College Board immediately.

The College Principal or a director must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the College Principal, the College 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 College Board immediately.

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[4] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*
[5] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*
[6] *Education (General Provisions) Regulation 2017 (Qld) s.68*
[7] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

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 abuse[8].

Reporting Physical and Sexual Abuse[9]

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; and
b) may not have a parent able and willing to protect the child from the harm.

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

A report under this section must include the following particulars:

a) the basis on which the person has formed the reportable suspicion[10];
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 relates[11].

Mackay Child Safety Service Centre 9:00am to 5:00pm, Monday to Friday:

Address	Level 1 9 Tennyson Street Mackay Qld 4740
Postal Address	PO Box 790 Mackay Qld 4740
Phone	(07) 4864 1400

Child Safety After Hours Service Centre – Freecall 1800 177 135 (Qld only)

NQ Regional Intake Service – 9:00am to 5:00pm Ph: 1800 177 135

Send reports to: nqrisintake@cs.cyjma.qld.gov.au

[8] *Education (General Provisions) Regulation 2017 (Qld) s.69*
[9] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(d)*
[10] *Child Protection Act 1999 s.13G(2)(a)*
[11] See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"*

Responsibilities Under Criminal Code Act 1899 (Qld)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

Failure to Report[12]

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/carers and volunteers at the College. 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.

Failure to Protect[13]

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

Awareness

The College 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 inform/publish these processes through College newsletters, staff induction, student assembly, student diaries and on its website[14].

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the College website and will be available on request from College administration[15].

Training

The College will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually[16].

MCC requires all staff to complete the ISQ training module for Child Protection annually online. An attendance register of Completion Certificates is kept in the College Principal's staff files.

Implementing the Processes

The College will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually[17].

Complaints Procedure

Suggestions of non-compliance with the College's processes may be submitted as complaints under:

MCC 1S 31 Response to Student Complaints, Grievance and Appeals Policy
MCC 1S 32 Response to Student Complaints, Grievance and Appeals Procedure[18]

[12] *Criminal Code Act 1899 (Qld) s.229BC*
[13] *Criminal Code Act 1899 (Qld) s.229BB*
[14] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*
[15] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*
[16] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*
[17] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*
[18] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

Mackay Christian College
9 Quarry Street (Secondary) / 17 Ambrose Way (Primary, ELC)
North Mackay Qld 4740
(07) 4963 1100 / mcc@mccmky.qld.edu.au

Private and Confidential

Form CP1

Student Protection Report of Suspected Harm or Physical or Sexual Abuse

Date of Report:

Type of Report: (tick as many as apply)

☐ Sexual Abuse ☐ Likely Sexual Abuse ☐ Sexual Exploitation

☐ Significant Harm/Abuse or Neglect **OR** ☐ Unacceptable risk of significant harm including:

☐ Physical ☐ Psychological ☐ Emotional

(For suicide or self-harm concerns, please see specific MCC suicide reporting form)

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE	
Legal Name:	Preferred Name:
DoB/Age:	Gender:
Year Level:	Cultural Background:
Primary Language Spoken:	
Aboriginal ☐ Torres Strait Islander ☐ Aboriginal & Torres Strait Islander ☐	
Does the student have a disability as per NCCD? Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone: Student's Personal Mobile:

FAMILY DETAILS		
Parent/Carer 1:		Relationship to Student:
Address (if different from student):		
Phone (H):	(W):	(M):
Parent/Carer 2:		Relationship to Student:
Address (if different from student):		
Phone (H):	(W):	(M):
Is the student in out-of-home care? Yes ☐ No ☐		
Are there any Family Court or Domestic Violence orders in place? Yes ☐ No ☐ Unknown ☐		
Name and age of siblings (if known):		

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE	
Name:	
Age:	Gender:
☐ Adult Family Member ☐ Child Family Member ☐ Other Adult ☐ Student/Other Child ☐ Staff/Volunteer ☐ Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICSION OF HARM OR ABUSE (Attach extra pages, if necessary)
Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.
Please indicate the identity and particulars of anyone else who may have information about the harm or abuse:
Additional information provided as an attachment? Yes ☐ No ☐
IF THE PERSON ALLEGED TO HAVE CAUSED HARM IS A MACKAY CHRISTIAN COLLEGE **STAFF MEMBER**, INCLUDE THE FOLLOWING INFORMATION, IF POSSIBLE (Attach extra pages, if necessary)
☐ Details of reportable allegation (as listed above) ☐ Name, including any former name or alias of worker about whom the allegation has been made ☐ Date of birth of worker if known ☐ Name of College Principal/Board Director ☐ Have Police been contacted? ☐ Yes ☐ No ☐ MCC contact details – organisation name, address and phone number ☐ Action taken (including risk management action) e.g. ☐ Immediate steps taken to prevent worker from having contact with children ☐ any disciplinary action taken or proposed to be taken against worker ☐ Any other matter prescribed by regulation
Please indicate the identity and particulars of anyone else who may have information about the harm or abuse:
Additional information provided as an attachment? Yes ☐ No ☐
Name of staff member/delegate making report, if not the College Principal:

Position:	**Signature:**	**Date:**
College Principal: Dr Lesley Tunnah **(All reports must be sighted/signed by the College Principal)**	**Signature:**	**Date:**
College Principal's Email Address: ltunnah@mccmky.qld.edu.au		
Response requested by College:		

ACTION TAKEN – THIS MCC FORM CP1 WAS GIVEN TO:	
☐	**Queensland Police Service** (QPS) (immediate action) Where the allegation is of sexual abuse or likely sexual abuse of a child.
☐	**Queensland Family and Child Commission (QFCC)** (within three days of receiving report) Where the allegation is made about an **MCC staff member** and includes a child sexual offence, sexual misconduct committed in relation to or in the presence of a child, ill-treatment of a child, significant neglect of a child, physical violence committed in relation to or in the presence of a child, behaviour that causes significant emotional or psychological harm to a child.
☐	**Queensland College of Teachers (QCT)** In consultation with College Principal/Board Director, as soon as practicable after receiving an allegation of harm by a **teacher.** Notification to include College name, teacher name, start date of dealing with allegation, details of the allegation, action taken by MCC to deal with allegation.
☐	**MCC Board Director** Where the College Principal is the first person with regards to an allegation of sexual abuse or likely sexual abuse of a student **OR** where the allegation is against the College Principal.
☐	**Department of Child Safety/NQ Regional Intake Service** Where the allegation is that a child has suffered, is suffering or is at unacceptable risk of suffering significant harm AND may **not** have a parent willing and able to protect the child from harm.
☐	**Family and Child Connect** Optional - where the allegation is that a child has suffered, is suffering or is at unacceptable risk of suffering significant harm AND may have a parent willing and able to protect the child from harm.

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

Child Protection Decision Tree

FOR TEACHERS

I am a teacher* at a school.

During the course of my engagement I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed.

Complete the school report form

A child is being sexually abused or is likely to be sexually abused or is the victim of a child sexual offence.
EGPA s366 & 366A; Criminal Code s229BC

NO

A child is being harmed due to physical, psychological or emotional abuse or neglect, or a child is likely to be harmed in such a way.
CPA s13E; and Accreditation Regulation s16

SIGNIFICANT HARM TEST FULFILLED?
The child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm.

YES

NO

PARENT TEST FULFILLED?
The child may not have a parent, willing and able, to protect them from harm.

YES

NO

Report to Child Safety as soon as reasonably practical.
CPA and/or school policy

YES

Report to the Principal or a Director of the school's governing body **immediately**.
The Principal or a Director of the school's governing body will report this to the police **immediately**.

Check if a report also needs to be made to Child Safety under the CPA.

Principal may refer to FaCC with or without consent under the CPA.

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

SIGNIFICANT HARM/PARENT TEST
You can confer with your Principal when applying these tests and *use the Online Child Protection Guide*

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

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

INDEPENDENT SCHOOLS QUEENSLAND
www.isq.qld.edu.au

Child Protection

FOR EARLY CHILDHOOD EDUCATION AND CARE PROFESSIONALS

I am an early childhood education and care professional*.

During the course of my engagement I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed.

Confer with a colleague and consult with the *Online Child Protection Guide*

Complete the service's prescribed form

SIGNIFICANT HARM TEST FULFILLED?
The child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm.
Use the Online Child Protection Guide

YES / NO

PARENT TEST FULFILLED?
The child may not have a parent, willing and able, to protect them from harm.
Use the Online Child Protection Guide

YES / NO

Is the report in relation to harm caused by sexual and physical abuse?

YES / NO

Report to Child Safety as soon as reasonably practical.

You may still report the matter to Child Safety, however there is no legal requirement.
Follow your service's Child Protection Policy.

Confer with your colleague and decide the best course of action.
Consider a referral to Family and Child Connect with the parent's permission.

*Early Childhood Education and Care Professional means an individual, other than a volunteer or an individual under the age of 18, who is an approved provider, or an educator or nominated supervisor for an approved education and care service, under the Education and Care Services National Law (Queensland).

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

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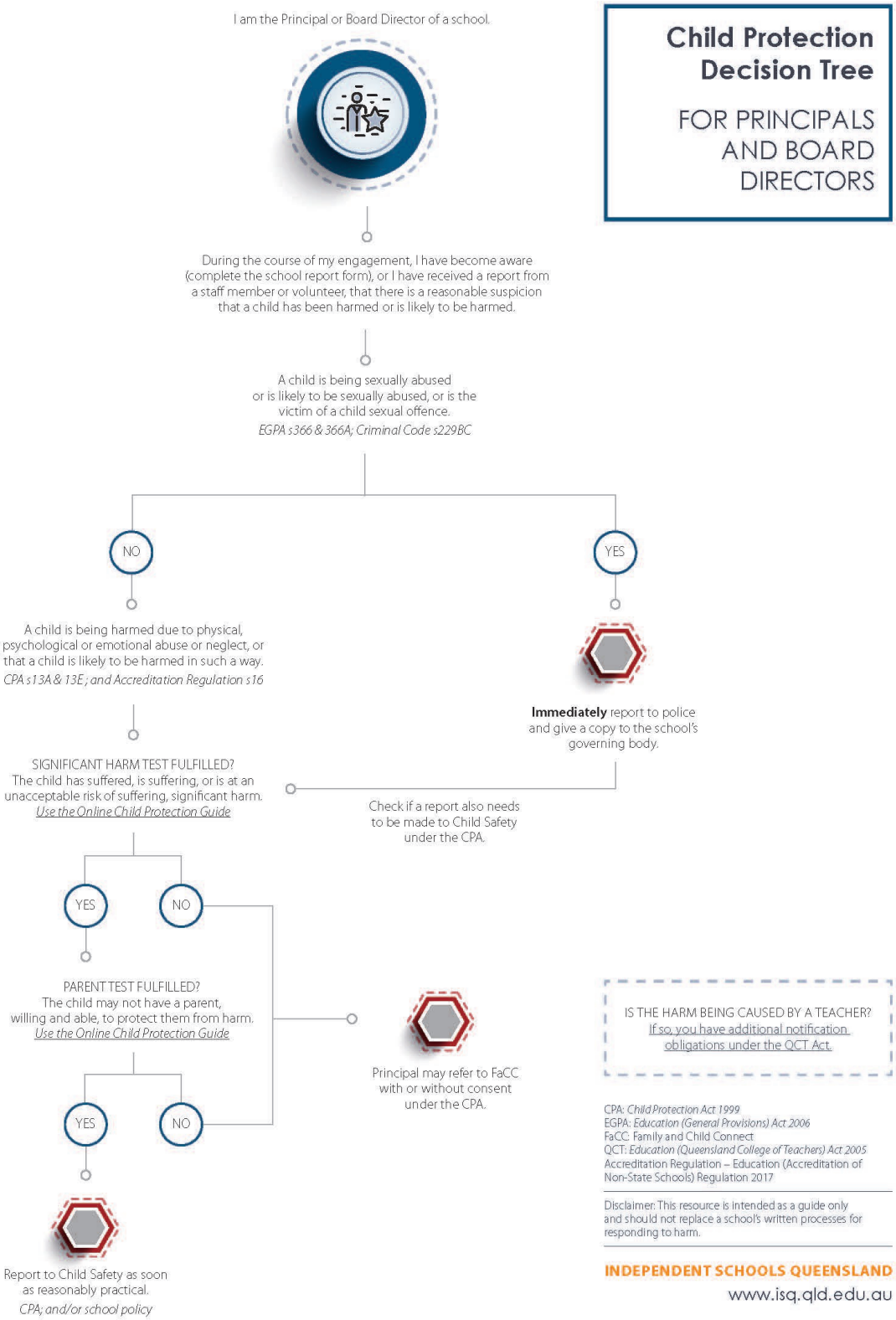
Child Protection Decision Tree

FOR PRINCIPALS AND BOARD DIRECTORS



CPA: *Child Protection Act 1999*
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FaCC: Family and Child Connect
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Accreditation Regulation – Education (Accreditation of Non-State Schools) Regulation 2017

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Child Protection Decision Tree

FOR NON-TEACHING STAFF

I am a staff member at a school, other than a teacher*.

During the course of my engagement I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed.

A student is being harmed, or is likely to be harmed due to:

Sexual abuse
Physical abuse
Psychological/emotional abuse
Neglect.

Or is the victim of a child sexual offence.

EGPA s366 & 366A; Criminal Code s229BC; CPA s13A; and Accreditation Regulation s16

Complete the school report form

Immediately give the report to the Principal or a Director of the school's governing body.

If the report relates to sexual abuse or likely sexual abuse the Principal or a Director of the school's governing body will report this to the police immediately under the EGPA.

They will also assess if a report to Child Safety or a referral to FaCC is required, as soon as is reasonably practicable, under the CPA and/or School Policy.

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

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

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Child Protection Decision Tree

FOR VOLUNTEERS

I am a volunteer at a school.

During the course of my engagement I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed.

A child is being harmed, or is likely to be harmed due to:

Sexual abuse
Physical abuse
Psychological/emotional abuse
Neglect.

Or is the victim of a child sexual offence.

Complete the school report form

Immediately give the report to the Principal, a Director of the school's governing body or another school staff member.

If the report relates to sexual abuse or likely sexual abuse the Principal or a Director of the school's governing body will report this to the police immediately.

They will also assess if a report to Child Safety or a referral to a support service is required, as soon as is reasonably practicable.

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INDEPENDENT SCHOOLS QUEENSLAND
www.isq.qld.edu.au

5K 10 Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.
Status:	Approved
Authorised by:	Board Chair
Date of Authorisation:	July 2026
References:	Working with Children Check Act 2000 Working with Children (Risk Management and Screening) Regulation 2020 (Qld) Child Protection Act 1999 (Qld) Education (Accreditation of Non-State Schools) Act 2017 (Qld) Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) Education (General Provisions) Act 2006 (Qld) Education (General Provisions) Regulation 2017 (Qld) Education Services for Overseas Students (ESOS) Act 2000 (Cth) Education (Overseas Students) Regulation 2018 (Qld) Education (Queensland College of Teachers) Act 2005 (Qld) Education and Care Services National Law (Queensland) Criminal Code Act 1899 (Qld) Blue Card Services Child and Youth Risk Management Strategy Toolkit Restricted Person Declaration Form
Review Date:	Annually
Policy Owner/s:	College Board

1. Statement of Commitment

Mackay Christian College (MCC) is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the College and their protection from foreseeable harm. [19]In practice, MCC is committed to acting in accordance with the Working with Children Check Act 2000 to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

2. Code of Conduct

At MCC we expect our employees to conduct themselves as follows:
College employees are expected to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

3. Recruitment, Selection, Training and Management Procedures

MCC is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, MCC will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students and the experience and qualifications required by the successful applicant.
  - Advertising the position with a clear statement about the College's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
  - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
  - A probationary period of employment, which allows the College to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees to improve their performance in a positive manner.
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training and external support and counselling services.
  - An induction program which thoroughly addresses the College's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.

[19] *Working with Children Check Act 2000*

- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
  - the College's policies and procedures;
  - identifying, assessing and minimising risks to students; and
  - handling a disclosure or suspicion of harm to a child.
- Keeping a record of the training provided to employees.
- Exit survey from parents to assist the College to identify broader issues of concern that may impact on the safety and wellbeing of students at the College.

4. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below must be reported and managed under MCC's Child Protection Policy and Procedures, as follows:

- all staff with concerns about sexual abuse, or likely sexual abuse, or a child sexual offence committed by an adult;
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse; and
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the MCC Report of Suspected Harm or Sexual Abuse Form. For harm (other than physical or sexual abuse) the form should be provided to the principal who will report to Child Safety. If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the principal, who may then refer the matter to Family and Child Connect.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act* 2005, the College Principal of MCC will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the College.

Any report made under this section or the MCC Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*.

5. Managing Breaches of this Child Risk Management Strategy

MCC is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct, Complaints Handling Policy and Procedures and Enterprise Bargaining Agreement or equivalent.

6.1 Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of MCC's commitment to its Child Management Strategy.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state MCC's commitment to reviewing the Strategy annually.

6.2 Blue Card Policies and Procedures

MCC's Blue Card Policy (5K 14) and Register are evidence of fulfilment of the requirements.

High Risk Management Plans

MCC is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. MCC will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

Strategies of Communication and Support

MCC's commitment to making this Child Risk Management Strategy available to students, parents and employees via its website and Staff Handbook.

MCC is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff.

Responsibilities

MCC is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at MCC are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

MCC is committed to the annual review of this Strategy. MCC will also record, monitor and report to the College Board and College Executive Team regarding any breaches of the Strategy.

In addition, MCC is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- MCC 5K 14 Blue Card Policy
- MCC Blue Card Register
- MCC 5K 10 Child Protection Policy and Reporting Form
- MCC 5K 15 Complaints Handling Policy
- MCC 5K 16 Complaints Handling Procedures
- MCC 3E 03 Employee Code of Conduct
- MCC 3E 13 Formal Review of Unsatisfactory Work Performance Policy
- MCC 3E 12 Professional Development Policy
- MCC 3E 01 Staff Employment Policy
- MCC 5K 27 Parents and Visitors Code of Conduct
- MCC 4A 20 WH&S Risk Management Procedure

Helpful Links

- Independent Schools Queensland's Child Protection Decision Support Trees
- Department of Families, Seniors, Disability Services and Child Safety Child Protection Guide Resource
- Blue Card Services Resources