

# MACKAY CHRISTIAN COLLEGE

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## Child Protection Policy

<b>Purpose:</b>	The purpose of this policy is to provide written processes about: <ul style="list-style-type: none"> <li>(a) how the college will respond to harm, or allegations of harm, to students under 18 years; and</li> <li>(b) the appropriate conduct of the college's staff and students</li> </ul> to comply with accreditation requirements and covers information about the reporting of harm and abuse.	
<b>Scope:</b>	Students and employees, contractors, volunteers and people undertaking work experience or vocational placements at Mackay Christian College.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Previous Policy and merges Suicide Prevention Policy
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> March 2023
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Anti-Discrimination Act 1991</u></a></li> <li>• <a href="#"><u>Child Protection Act 1999 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Act 2006 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education &amp; Training Amendment Act 2011</u></a></li> <li>• <a href="#"><u>Work Health and Safety Act 2011</u></a></li> <li>• <a href="#"><u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u></a></li> <li>• <a href="#"><u>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</u></a></li> <li>• MCC Response to Complaints Policy</li> <li>• MCC Blue Card Policy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>)</li> <li>• MCC Work Health and Safety Policy (for the <i>Work Health &amp; Safety Act 2011 (Qld)</i>)</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> March 2024
<b>Policy Owner:</b>	Mackay Christian College Principal	



# MACKAY CHRISTIAN COLLEGE

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## 5K 10 Child Protection Policy

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### 5.10.1 Introduction

Under legislation, duty of care obligations, and the Christian beliefs of Mackay Christian College, the college is committed to providing a safe environment to all students and to upholding their best interests and wellbeing. The Procedure for reporting and managing Child Protection concerns is outlined in Appendix A.

### 5.10.2 Definitions

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

**Child in need of protection** means a child who:

- i. has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
- ii. does not have a parent/caregiver able and willing to protect the child from the harm.

**Student** means any person regardless of age who is enrolled at Mackay Christian College.

**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, eg. between the Head of School / Junior or Senior Leadership Hub Team member and the complainant, or between the Principal 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, eg. 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** to a child, is any detrimental effect of a significant nature on the child's physical (by others or self), psychological or emotional wellbeing.

- i. It is immaterial how the harm is caused.
- ii. Harm can be caused by:
  - a. physical, psychological or emotional abuse or neglect; or
  - b. sexual abuse or exploitation.
- iii. Harm can be caused by:
  - a. a single act, omission or circumstance; or
  - b. a series or combination of acts, omissions or circumstances.

**Relevant Person** means:

- A child enrolled in any program of the college; or
- A kindergarten age child registered in a kindergarten learning program at the college;
- A person with a disability who is being provided with special education at the college under section 420 of the General Provisions Act and is not enrolled in the preparatory year at the college.

**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** in relation to a relevant person includes sexual behaviour involving the relevant person and another person in the following circumstances:

- i. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- ii. the relevant person has less power than the other person;
- iii. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

**Reportable Suspicion** is one where a staff member has a reasonable suspicion that a child:

- i. has suffered, is suffering, or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse; and
- ii. may not have a parent/caregiver able and willing to protect the student from harm.

### **Mandatory Reporting**

People with mandatory reporting obligations include doctors, registered nurses, approved teachers employed at a school and police officers with child protection responsibilities. These individuals **MUST** report, in writing, to Child Safety a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm caused by physical or sexual abuse **AND** does not have a parent/caregiver able and willing to protect the child from the harm. Mandatory reporters should also report, in writing, to Child Safety a reasonable suspicion that a child or unborn child may be in need of protection where the harm or risk of harm relates to any other type of abuse or neglect.

Early childhood education and care (ECEC) professionals are mandated by law to report child safety concerns to the Department of Communities, Child Safety and Disability Services in writing, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent/caregiver willing and able to protect the child 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, is a misuse of the staff member's position of power or trust in relation to the student, or which breaches the trust implicit in an adult-student relationship. All behaviours must comply with accepted societal values, professional 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. NB. 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

**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.

The application of these principles are subject to the provisions of the Acts covered by this policy.

**Notifier** is a person who brings notice of a Student Protection matter to the attention of the college.

**Student Protection Contact Officers** refers to (at least 2) named and published staff members to whom students may refer complaints. At Mackay Christian College, these staff members include the Principal, the Head of Senior School and the Head of Junior School.

**Designated Board Director** is the Director appointed unanimously by the Board to receive and report sexual abuse matters regarding students. This person is currently Pastor Rob Booth-Jones.

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

**Vexatious Complaint** includes:

- i. a complaint that would be an abuse of a legal process such as a court or tribunal;
- ii. a complaint instituted to harass or annoy, to cause delay or detriment, or for another wrongful purpose;
- iii. a complaint instituted or pursued without reasonable ground; and
- iv. a complaint conducted in a way so as to harass or annoy, cause delay or detriment, or achieve another wrongful purpose.

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

**Incident** is 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).

### **5.10.3 Principles**

This **Policy** is founded on the Values & Organisational Beliefs as stated in the Mackay Christian College Staff Handbook.

### **5.10.4 Scope**

This Policy and procedures set out the requirements under Regulation 10 to provide processes which address the protection of students. It applies to all complaints of sexual and physical abuse, to other types of harm and to inappropriate behaviour. It applies to all staff and students at the college.

### **5.10.5 Policy Statement**

- i. The college will comply with the mandatory reporting requirements under law.
- ii. The college has processes in place allowing it to respond to issues of student protection promptly and consistently.
- iii. The college will work in partnership with the State authorities.
- iv. The college will work as appropriate with Family and Child Connect Services.
- v. The college will work in partnership with parent/caregiver as part of the contractual relationship established by the Enrolment Contract.
- vi. The college will provide appropriate pastoral support for students and families.

- vii. Penalties for breach of this Policy will attract college-imposed penalties additional to any imposed at law.
- viii. Suggestions of non-compliance with the college's processes for student protection will be dealt with under the college's Response to Complaints Policy and Response to Complaints Procedures.

### **5.10.6 Responsibilities**

#### **a) College Board**

The College Board:

- i. will discharge their duties in accordance with Regulation 10(6)(a-d) of the Regulation;
- ii. will receive regular reports from the Principal at Board Meetings;
- iii. will ensure the college formal Response to Complaints Policy covers Child Protection complaints;
- iv. will appoint a Designated Director to receive and report (to external authorities) any allegations relating to sexual abuse, including likely sexual abuse.

#### **b) Principal**

The Principal:

- i. will promote and arrange for in-service training for staff in legal compliance with Child Protection legislation and matters contained in this Policy annually;
- ii. will appoint Student Protection Contact Officers for the Junior and Senior Schools;
- iii. will implement procedures for screening of all persons involved in the college;
- iv. on receipt of, or otherwise becoming aware of, a complaint of sexual abuse, reportable suspicion, inappropriate behaviour, or harm, or a reasonable suspicion of harm, must report to the Police or the Designated Director in writing;
- v. in cases of sexual abuse, or a reportable suspicion, will mandatorily report such alleged offences to the relevant Police in accordance with mandatory requirements;
- vi. will consult with the College Leadership (comprising the Head of School and Junior/Senior School Leadership Hub Coaches) within the college as appropriate;
- vii. in all matters of sexual abuse allegations, IMMEDIATELY advise the Designated Board Director;
- viii. will investigate reports of inappropriate behaviour internally and according to the principles of Natural Justice;
- ix. 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;
- x. will take all necessary action in the standing down of any staff/student in relation to matters covered by this Policy and carrying out any disciplinary measures noted in the Policy;
- xi. will report any investigation carried out regarding the conduct of a teacher to the Queensland College of Teachers
- xii. in cases of sexual abuse will IMMEDIATELY report allegations to the Police.

#### **c) Designated Board Director**

Will be available to receive and to report any allegations of sexual abuse, including likely sexual abuse. The Designated Board Director is required to IMMEDIATELY inform the Police in writing of all cases of sexual abuse or likely sexual abuse. In cases where the report was given to the Principal, the Designated Board member is responsible for ensuring that a report to the Police has occurred.

#### **d) Student Protection Contact Officers**

- i. will be appointed by the Principal in each of any sub-schools;
- ii. will usually be the Heads of Junior and Senior School;
- iii. will undertake training in the requirements of the role;
- iv. will attend scheduled meetings with the Heads of School;
- v. will be known to staff and students, and should be a person that will be accessible;
- vi. will follow the procedures set out in this Policy;
- vii. must inform the Principal or Chair of the Board of Directors of all incidents of harm, or where harm is reasonably suspected, or of sexual abuse, or suspected sexual abuse, or inappropriate behaviour which are brought to their attention, in accordance with Annexure A.
- viii. Should the abuse or suspicion of sexual abuse, the report must be made IMMEDIATELY.

**e) All Staff**

All Staff:

- i. must comply with their respective mandatory reporting obligations
- ii. must comply with this Policy regarding protective procedures;
- iii. on receipt of, or otherwise becoming aware of, a complaint of sexual abuse, reportable suspicion, inappropriate behaviour, or harm, or a reasonable suspicion of harm, must report to the Principal or the Designated Director in writing;
- iv. should the abuse or suspicion of sexual abuse, the written report must be made IMMEDIATELY;
- v. will protect confidentiality 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 or allegations covered under this Policy to the Principal, Student Protection Officers and any other staff member.

### **5.10.7 Timely Response**

The Principal will ensure that a timely response to all issues of Child Safety and wellbeing will be made.

### **5.10.8 Investigation**

- i. The college staff do not in any way investigate mandatory reporting matters. They will cooperate with the State authority.
- ii. For an action falling short of mandatory reporting, the Principal may decide on a number of responses including investigating the matter internally or with assistance of an external investigator.
- iii. Other actions may include:
  - Working in partnership with parents,
  - Referrals to Family and Child Support Services,
  - Notifying Child Safety and Police as a matter of discretion (even if not mandatory). Any allegation involving possible criminal behaviour by a staff member towards a student (irrespective of age) will be reported to the Police and the Queensland College of Teachers.

### **5.10.9 Consequences of Breach of Policy**

- a.
  - i. conduct which breaches this Policy may result in criminal penalties as decided by legal process;
  - ii. in all such cases the Principal 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 Principal and may include:
  - apology
  - counselling
  - warning
  - demotion
  - suspension
  - standing aside
  - termination
  - expulsion (in the case of a student)

### **5.10.10 Protection for Notifier**

- i. The *Child Protection Act 1999* provides for the confidentiality of information supplied by the person making a notification.
- ii. Also Section 197A of the Act provides for the protection from civil liability for persons, who, acting honestly, 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.
- iii. Similar protections are available in the General Provisions Act.

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

### **5.10.11 Anonymous Complaints**

Such complaints, by their very nature provide difficulties, however the college will investigate the validity of each one to the extent possible, and report to the authorities as indicated by this Policy.

### **5.10.12 Record Keeping**

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

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

Should the Principal need to interview the child further, the same procedures must be followed. Records must be kept in a locked file by the Head of Pastoral Care / Principal.

### **5.10.13 Review of Policy**

This Policy will be reviewed at least annually or earlier if required.

## 5.10.14 Identifying Harm

### Types of Abuse

#### *Actions/behaviours by perpetrator*

##### Physical abuse

- Hitting
- Shaking
- Burning/scalding
- Biting
- Causing bruise or fractures by excessive discipline
- Poisoning
- Giving children alcohol, illegal drugs or inappropriate medication
- Domestic and family violence

##### Psychological or Emotional abuse

- Scapegoating
- Persistent rejection or hostility
- Constant yelling, insults or criticism
- Cultural affronts
- Teasing/bullying
- Domestic and family violence

##### Neglect

- Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision
- Leaving children unattended
- Children missing school

##### Sexual abuse or exploitation

- Kissing or holding a child in a sexual manner
- Exposing a sexual body part to a child
- Exposing children to sexual acts or pornography
- Making obscene phone calls or remarks to a child
- Having sexual relations with a child or young person under 16 years of age

### Resulting Harm

#### *Impact experienced by the child*

##### Physical (refers to the body)

- Bruising
- Fractures
- Internal injuries
- Burns

##### Psychological (refers to the mind/cognitive processes)

- Learning and developmental delays
- Impaired self-image

##### Emotional (refers to ability to express emotions)

- Depression
- Hypervigilance
- Poor self esteem
- Self Harm
- Fear/anxiety

##### Self harm (may include but not limited to)

- Cutting
- Eating disorders
- Suicide ideology
- Self-sabotaging
- Cigarette burns
- Overdose of medication
- Dangerous falls

This is not a complete list of the types of abuse and resulting harm that may be experienced by children and young people, however it is to be used as a predictive tool for potential signs of harm. Each child's experience is different and depends on a range of factors, including the child or young person's age, the nature of harm, how long the abuse has been occurring, their relationship to the abuser, and their support networks.

**Some General Indicators of Child Abuse include:**

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

**Some General Indicators of Neglect include:**

- malnutrition, begging, stealing or hoarding food
- poor hygiene, matted hair, dirty skin or body odour
- unattended physical or medical problems
- comments from a child that no one is home to provide care
- being constantly tired
- frequent lateness or absence from school
- inappropriate clothing, especially inadequate clothing in winter
- frequent illness, infections or sores being left unsupervised for long periods.

**Some General Indicators of Potential Suicide Risk and Self Harm include:**

- Marked decline in school performance
- Skipping classes
- Poor concentration and sleepiness
- Unusually disruptive
- Death/suicide themes dominate written/creative work
- Loss of interest in previously pleasurable activities
- Previous suicide attempts
- Sexual concerns
- Family history of depression
- Evidence of depression
- Inability to tolerate praise
- Giving away prized possessions
- Sudden change in relationships
- Withdrawn from friends & social involvements.

### 5.10.15 Summary of Reporting

Who	Type of abuse/harm	Test	Report to (in writing)	MCC Form
All staff	Sexual Abuse	Awareness or reasonable suspicion Sexually abused or likely to be sexually abused	IMMEDIATELY to Principal through to Police (+Board)	CP2 Form B
All staff	Reportable suspicion of sexual or physical harm	Significant harm? Yes Parent willing <u>and</u> able? No	Through Principal to Child Safety (+Board)	CP3 Form C
All staff	Physical harm, psychological harm, emotional harm, neglect, exploitation	Significant harm? Yes Parent willing and able? No	Through Principal to Child Safety	CP3 Form C
Principal	Any form of harm	Not of a level that is otherwise reportable to Child Safety or Police (i.e. sexual abuse or reportable suspicion). Refer without consent	Principal through to Family & Child Connect	CP1 Form A
All staff	Any form of harm	Not of a level that is otherwise reportable to Child Safety or Police (i.e sexual abuse or reportable suspicion). Refer with consent	Report to Principal	CP1 Form A
Any member of the public	Any form of harm	Significant harm? Yes Parent willing and able? No	Report directly to Child Safety and/or Police	N/A

### 5.10.16 Suicide Prevention/Intervention Assessment

DATE: \_\_\_\_\_ YEAR LEVEL/HFG: \_\_\_\_\_

NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

PARENT CONTACT NUMBER: \_\_\_\_\_

PERSON REPORTING SUICIDE CONCERN: \_\_\_\_\_

- Marked decline in school performance
- Skipping classes
- Poor concentration and sleepiness
- Unusually disruptive
- Death or suicide themes dominate written or creative work
- Loss of interest in previously pleasurable activities
- Previous suicide attempts
- Sexual concerns
- Family of depression
- Evidence of depression
- Inability to tolerate praise
- Giving away prized possessions
- Sudden change in relationships
- Withdrawn from friends and social involvements

Other (be as specific as possible):  
\_\_\_\_\_  
\_\_\_\_\_

Identify student's potential means for suicide if relevant (detail):  
\_\_\_\_\_  
\_\_\_\_\_

### SUICIDE PREVENTION/INTERVENTION

Head of School / House Family Coach to tick actions as completed:

1. Staff member / student / parent – identifies student at risk .....
2. Inform Head of School – details passed on .....
3. Meeting between Head of School with student at risk.....
4. Notify parent/guardian/foster carer/supervising family .....
5. Supply parent/guardian/foster carer/supervising family with available assistance agency contacts.....   
eg Youth Information and Referral Service  
Centacare  
Mental Health  
Church  
Relationships Australia  
Lifeline

(See MCC Student Diary for updated contact list)

## APPENDIX A REPORTING SUMMARY 1A

### PSYCHOLOGICAL OR EMOTIONAL HARM, NEGLECT OR EXPLOITATION

Legislation	If	Then
Reporting Psychological, Emotional Harm, Neglect or Exploitation Behaviour	<ul style="list-style-type: none"> <li>You are a Principal, staff member or Student Protection Contact Officer and receive or have a concern of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Complete the college's reporting form. (CP1 Form A)</li> <li>Discuss the student's report with the Student Protection Contact Officer (HOS) or Principal.</li> <li>The Principal or the Student Protection Officer will take appropriate action in the circumstances.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
Queensland College of Teachers Act 2005, Section 76	<ul style="list-style-type: none"> <li>You are a Principal and</li> <li>The college is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher.</li> </ul>	<ol style="list-style-type: none"> <li>As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers.</li> <li>The notice must include the following:               <ol style="list-style-type: none"> <li>the name of the Principal;</li> <li>the name of the college;</li> <li>the name of the relevant teacher;</li> <li>the day the investigation started; and</li> <li>the allegation, particulars of the allegation and any other relevant information.</li> </ol> </li> </ol>

## APPENDIX A REPORTING SUMMARY 1B

### INAPPROPRIATE BEHAVIOUR

Legislation	If	Then
Reporting inappropriate behaviour under Reg. 10 of the Regulation	<ul style="list-style-type: none"> <li>You are a student; and</li> <li>An MCC staff member has behaved in a way you consider is inappropriate.</li> </ul>	<ol style="list-style-type: none"> <li>Report the behaviour to a Student Protection Contact Officer (HOS) or Senior Staff member/Principal.</li> </ol>
Note: If the inappropriate behaviour is sexual abuse or a reportable suspicion, the mandatory reporting must also occur.	<ul style="list-style-type: none"> <li>You are a staff member/Student Protection Officer and receive or have a concern of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Complete the college's reporting form. (CP1 Form A)</li> <li>Discuss the student's report with the Student Protection Officer (HOS) or Principal.</li> <li>The Principal will take appropriate action in the circumstances.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
	<ul style="list-style-type: none"> <li>You are a Principal and receive a report of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Interview the student reporting the behaviour.</li> <li>Interview the staff member named in the report as engaging in inappropriate behaviour.</li> <li>Interview any other person who may be able to provide useful information.</li> <li>Investigate.</li> <li>Take appropriate action on the basis of your investigation.</li> <li>Report to the Governing Body as appropriate.</li> <li>Keep appropriate records of your decisions and actions.</li> <li>If the inappropriate behaviour may be a criminal offence (i.e. grooming, stalking, etc.) report to the Police.</li> </ol>

## APPENDIX A REPORTING SUMMARY 2

### MANDATORY REPORTING OF SEXUAL ABUSE, PHYSICAL ABUSE TO POLICE AND/OR CHILD SAFETY

Legislation	If	Then
Reporting sexual abuse or likely sexual abuse under sections 366 and 366B of the <i>Education (General Provisions) Act 2006</i> .	<b>MANDATORY</b> <ul style="list-style-type: none"> <li>You are an MCC 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>IMMEDIATELY complete and provide a copy of the college's reporting form in writing to the Principal or Designated Director of the College Board. (<i>CP2 Form B Police OR CP3 Form C Child Safety</i>)</li> <li>The Principal will IMMEDIATELY make a report to the Police when a staff member provides a written report to the Principal and inform you in writing.</li> <li>If you suspect the Principal is involved in the abuse, directly inform the Designated Director of the Board who will IMMEDIATELY report it to the Police and inform you in writing.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
	<b>MANDATORY</b> <ul style="list-style-type: none"> <li>You are a Principal or a Director of the Board; 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>IMMEDIATELY make a report to the Police immediately.</li> <li>IMMEDIATELY give a copy of the report to a Director of the College's Board.</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> .	<b>MANDATORY</b> <ul style="list-style-type: none"> <li>You are a Mandatory Reporter (Teacher, Early Childhood Education and Care Professional or Nurse), or staff member (all staff members are included by College Policy), and</li> <li>You have a 'reportable suspicion', ie. 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>IMMEDIATELY complete the college's reporting form.</li> <li>Discuss your concerns with your Principal for the purposes of forming an opinion whether there is a 'reportable suspicion'. If a Mandatory Reporter (Teacher, Early Childhood Education or Care Professional or Nurse) forms an opinion that there is a 'reportable suspicion', the Teacher, Early Childhood Educator or Nurse is required to report the matter to Child Safety (usually through the Principal or Designated Director by following the steps below).</li> <li>The Principal will make a report to Child Safety that will include the basis of forming the reportable suspicion and any information prescribed by regulation.</li> <li>The Principal will inform you promptly in writing of their report.</li> <li>If you suspect the Principal is involved in the abuse, directly inform the Designated Director of the Board, who will make a report to Child Safety as described above. The Designated Director will inform you promptly in writing of their report.</li> </ol>

		<ol style="list-style-type: none"> <li>6. Keep appropriate records of your decisions and actions.</li> <li>7. If the report relates to an allegation against you, you will ensure another staff member makes the report.</li> <li>8. Whilst the college preference is for mandatory reporting to follow the process set out above, nothing in the above is intended to prevent a Mandatory Reporter under the Child Protection Act (Teacher, Early Childhood Education or Care Professional or Nurse) from making a report directly to Child Safety upon forming a 'reportable suspicion'. However, if such a report is made, the staff member must advise the Principal or Delegated Director immediately and provide a complete copy of the report to the Principal or Designated Director, so that the college can take the necessary steps to ensure the safety and wellbeing of a child within the college community.</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Principal or a Director of the Board; and</li> <li>• A Mandatory Reporter (Teacher, Early Childhood Education or Care Professional or Nurse) (or staff member under College Policy) reports a reportable suspicion to you.</li> </ul>	<ol style="list-style-type: none"> <li>1. Assist the staff member in determining whether there is a suspicion about whether a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm caused by physical or sexual abuse.</li> <li>2. Ensure that the college's reporting form is completed.</li> <li>3. Make a report to Child Safety.</li> <li>4. If the reporter is a Mandatory Reporter (Teacher, Early Childhood Education or Care Professional or Nurse), inform them in writing of your report so that their own duty to report is fulfilled.</li> <li>5. Give a copy of the report to a Director of the College's Board.</li> <li>6. Keep appropriate records of your decisions and actions.</li> <li>7. Take appropriate action to deal with suspected harm/risk of harm of child.</li> </ol>

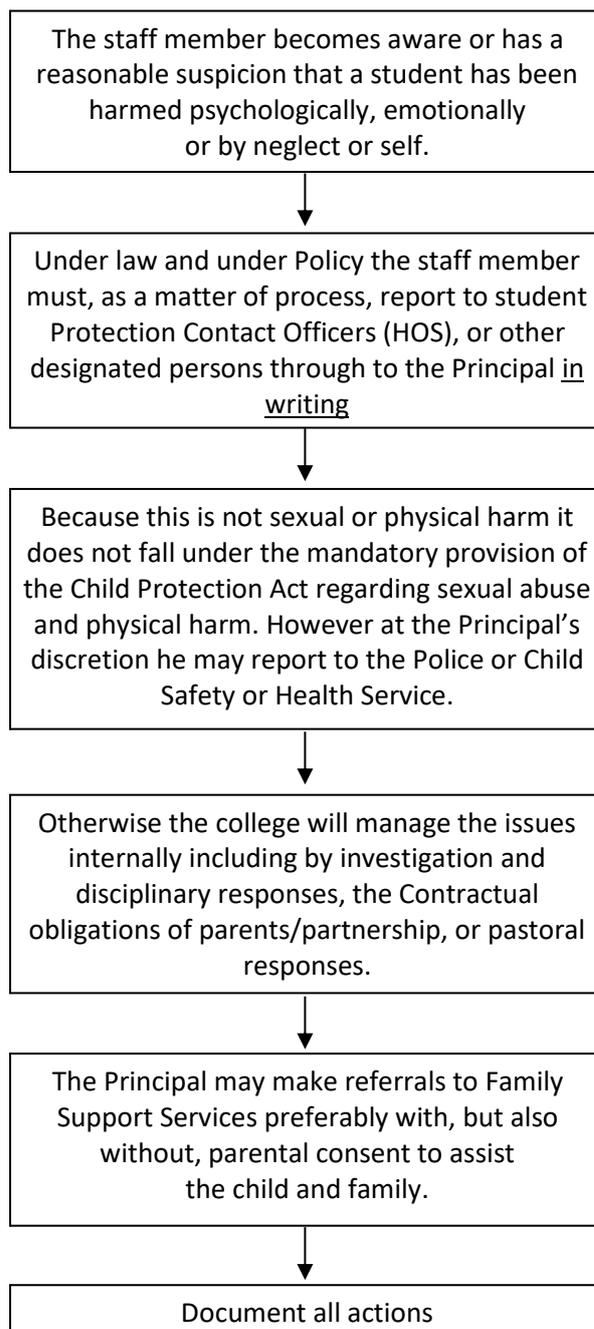
## APPENDIX A REPORTING TREE 1

### REPORTING

(1) Discretionary Reporting of Student Welfare Concerns  
(except sexual abuse and physical abuse)

Psychological harm, emotional harm, self-harm, neglect, exploitation, inappropriate behaviour

[Report to Head of School/Principal using Form A (CP1)]

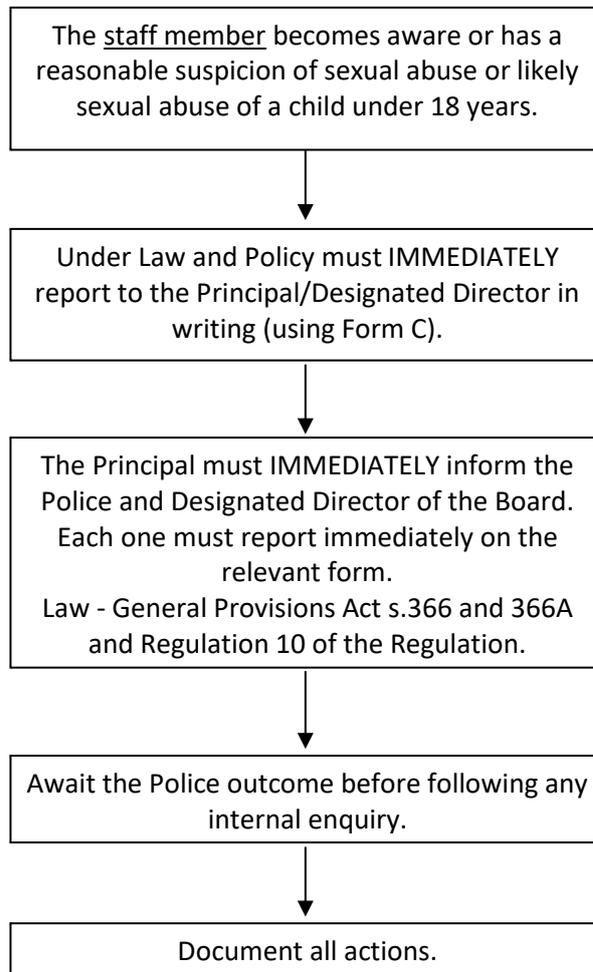


## APPENDIX A REPORTING TREE 2

### MANDATORY REPORTING – ALL STAFF

#### (2) Harm in the Nature of Sexual Abuse – Report to Police

[Report to Principal using **Form B** (CP2)]



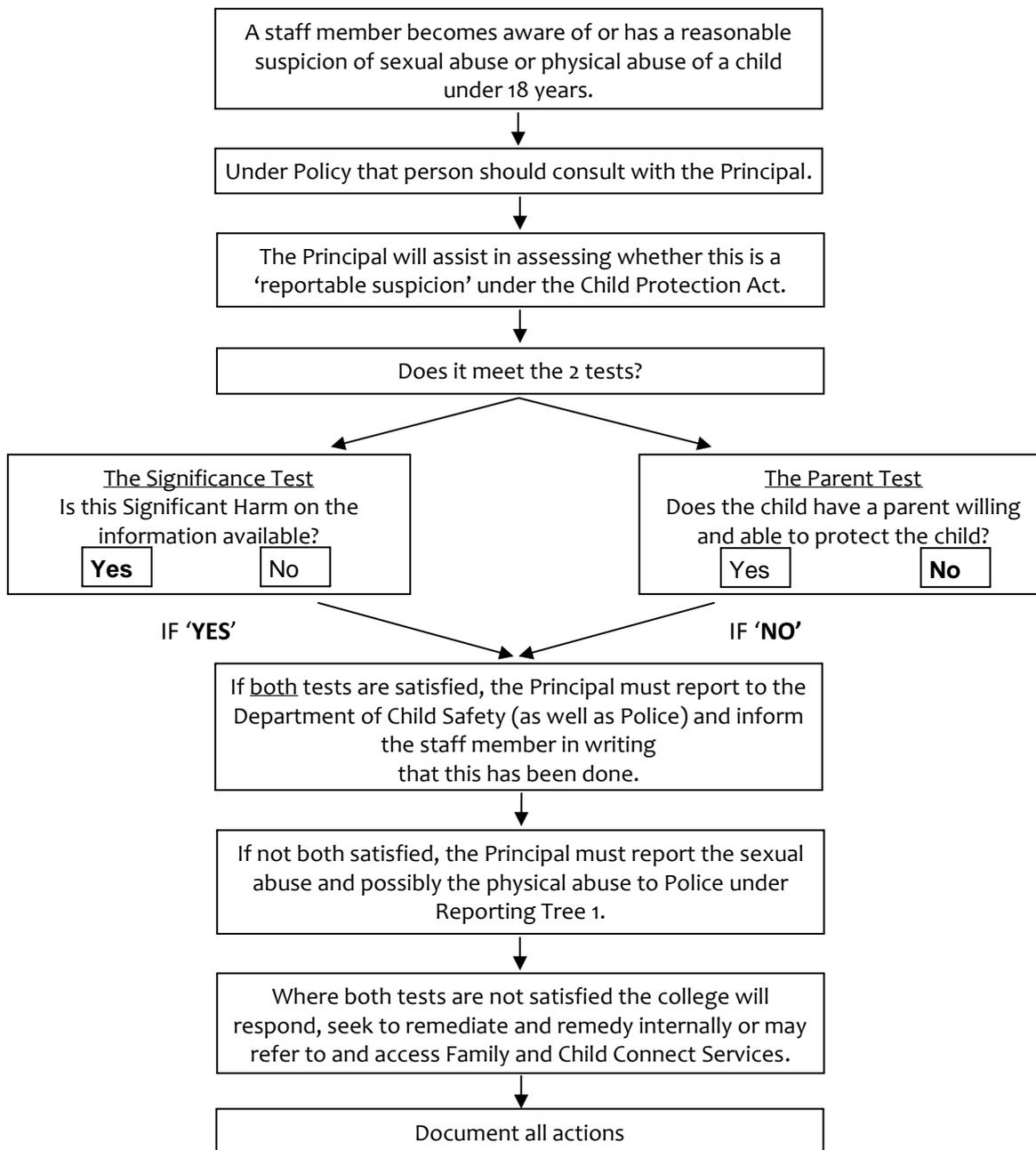
NB. Suspected Criminal Offences need to be reported to Police by discretion and in line with the best interests of the child and the Common Law duty of care.

## APPENDIX A REPORTING TREE 3

### MANDATORY REPORTING – ALL STAFF

#### (3) Harm in the Nature of Sexual or Physical Abuse – Report to Child Safety

[Report to Head of School/Principal using Form C (CP3)]



NB: The above does not prevent a Mandatory Reporter (Teacher, Early Childhood Education or Care Professional or Nurse) from forming their own 'reportable suspicion', in which case they will be obliged to report to Child Safety. The college preference is that such a report still be made through the Principal following the above process. Where the Mandatory Reporter makes the report directly to Child Safety, they must immediately notify the Principal or Designated Director and provide a complete copy of the report to them.



CP1

**FORM A** (cont)

Others who may have relevant information:

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I believe this issue may be in the category of: (tick as many as you think apply)

- emotional harm                       psychological harm                       self-harm or self-injury
- neglect                                       exploitation                                       suicide ideology
- inappropriate behaviour of:
  - student to student
  - student to staff member
  - staff member to student

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

\_\_\_\_\_  
 Name of staff member reporting issue                      Signature                      Date: \_\_\_\_\_

Action taken: \_\_\_\_\_

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**This form has been passed on to:**

- Head of School (Junior / Senior)                      Receipt Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Principal                                      Receipt Signature: \_\_\_\_\_ Date: \_\_\_\_\_







# MACKAY CHRISTIAN COLLEGE

We Love | We Care | We Learn

## APPENDIX B

CP3

### FORM C:

FOR MANDATORY REPORTING TO **CHILD SAFETY**  
OF REPORTABLE SUSPICION OF SEXUAL OR PHYSICAL HARM

### CONFIDENTIAL

Staff are required under Policy to report all incidents of known, suspected or likely Sexual Abuse 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 there may be Sexual Abuse or physical harm of a student, and is to be forwarded to the relevant Head of School and Principal. The Head of School and Principal will review the form and sign the form as evidence of their review.

Is this report about:  Sexual Harm  Physical Harm  Psychological Harm  
 Emotional Harm  Neglect  Exploitation

Does this issue pass the 'Significant Harm' test?  Yes  No  
(Do you suspect significant harm to the child?)

Does this issue pass the 'Parent Test'?  Yes  No  
(Is the child's parent willing and able to protect the child?)

### DETAILS:

**Student Name:** \_\_\_\_\_ YR/HFG: \_\_\_\_\_ Gender: M / F  
**Student's Residential Address:** \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ Phone: \_\_\_\_\_  
**Parent's Address:** \_\_\_\_\_

**Sibling 1 First & Last Name:** \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
**School if known:** \_\_\_\_\_ Year Level: \_\_\_\_\_

**Sibling 2 First & Last Name:** \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
**School if known:** \_\_\_\_\_ Year Level: \_\_\_\_\_

### REPORT:

I first became aware/suspected likely sexual/physical abuse (approx. date): \_\_\_\_\_

I became aware of this issue because the student involved:

spoke to me directly  spoke to another student  was observed by me  
 spoke to another staff member  other \_\_\_\_\_

Identity of person suspected/likely to have caused abuse: \_\_\_\_\_  
(complete over page)



## APPENDIX C

### CHILD PROTECTION RISK MANAGEMENT STRATEGY

No.	Action	Yes	No	Comments														
1.	Are Blue Cards current for the following? (Attach register summaries)																	
	1. College Board members																	
	2. Employees																	
	3. Volunteers																	
	4. Student teachers																	
	5. Homestay providers																	
	6. Overnight stay: Campsite Staff, Service providers																	
	7. Sports coaches, tutors etc																	
2.	Have all staff and volunteers been provided with the Child Protection Code of Conduct?																	
3.	Have all job applications been checked to ensure child protection?																	
4.	Have all visitors to school programs used the sign in/sign out procedure?																	
5.	Have all employees and volunteers received the College's Child Protection training? (Attach details of this training).																	
6.	Is the College's Child Protection Policy posted on the college's website?																	
7.	Is the College's Child Protection Policy found in the General Staff Handbook (for all employees)?																	
8.	Is the College's Child Protection Policy (Summary) found in the Departmental Handbooks?																	
9.	Has specific child protection training been provided to:																	
	<table border="1"> <thead> <tr> <th>Department</th> <th>When</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td>Teachers</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Support Staff</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Department	When			Teachers				Support Staff								
	Department	When																
	Teachers																	
Support Staff																		
10.	Have any reports re suspected harm to a child or inappropriate behaviour towards a child (for this year) been properly lodged?																	
11.	Have Child Protection risk management strategies been included in plans for excursions, camps and special events (eg concerts)																	
12.	Have the following registers been maintained?																	
	1. Blue Card status (volunteers/staff);																	
	2. Camp (Excursion/trip) personnel;																	
	3. Permission/approvals for student photos/digital images;																	
	4. Child Protection Incidents; and																	
	5. Complaints and disclosures of harm.																	
Signed: _____		Date: _____																

# APPENDIX D

## Mackay Christian College Critical Incident Response Plan

A Critical Incidence is an event that results in the death or serious harm to a member of the college community. This may include but is not limited to suicide, attempted suicide, accidental death, serious or life threatening injury, abduction, witness or subject to violent crime, and similar incidents.

This plan outlines the essential tasks for the first 24 hours and should be used by the Emergency Response Team (ERT) to guide their roles and responsibilities.

This plan should always be used in conjunction with the Be You Suicide Response Toolkit.

This plan will be implemented in a manner consistent with the college's policies:  
5K 10 Child Protection Policy  
4A 7 Emergency Response Plan



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### Inform

Staff	Who:
Inform staff ASAP and keep them well-informed about all available information regarding the Critical Incident Response Plan (inclusive of staff on leave)	Principal
Inform staff of the option of not being involved if their own wellbeing is at risk	Principal
Inform staff of support they can access (Life Works) previously (Employee Assistance Program)	Principal
Inform staff that the students will be notified in small groups via script by Emergency Response Team	Principal

Families	Who:
Inform the families of close friends and vulnerable young people to ensure support at home	Heads of School
Inform families via letter/email to give them immediate and accurate information about the school's response.	Principal, Head of School & Principal's Assistant
Provide families with contact information for support for them and their children Resources needed: Be You Suicide Response Toolkit: Scripts and templates	Principal, Head of School & Principal's Assistant

Young people	Who:
Inform close friends and vulnerable young people personally and provide sources of immediate and ongoing support	Head of School & Youth Support Counsellor
Inform young people using the agreed script in small groups, with consideration of: <ul style="list-style-type: none"> <li>- Friends closest to the young person</li> <li>- Young people in the same year level</li> <li>- Young people in the same class as a sibling</li> <li>- Home groups or year level groups preferable</li> </ul> Delivery in whole school assemblies is not recommended Resources needed: Be You Suicide Response Toolkit: Scripts and templates	House Family Teachers via script with someone from Emergency Response Team

Community	Who:
Inform all other support staff who will have contact with young people in the following 24 hours	Principal's Assistant
Inform Principals of other schools within the area, specifically those attended by the young person's siblings or known close friends	Principal

### Support

Staff	Who:
Identify and plan support for staff at risk	Principal & Emergency Response Team
Encourage staff to contact Employee Assistance Program if they require additional support	Principal
Inform staff of identified liaison person with affected / bereaved affected family	Principal
Provide staff with the details of the information being provided to families and young people	Principal
Check in with staff at the start and end of the day for wellbeing and consistent messaging	Principal & Emergency Response Team

Families	Who:
Establish a line of support with the family of the affected / deceased young person	Emergency Response Team with relationship*
Gather and protect young person's belongings	Head of School & House Family Teacher
Encourage families in the college community to access mental health services and referral pathways if needed	Emergency Response Team and via email letter
Determine time, location, and personnel for a family information and support session Resources needed: Be You Suicide Response Toolkit: The first week	Principal & Principal's Assistant

Young people	Who:
Immediately follow up all unexplained absences (triage if students are known for wellbeing reasons)	Head of School & Admin
Set up a young person support room that is staffed with appropriate personnel (no more than 3 days)	Youth Support Counsellor
Work collaboratively with Be You team and others to identify and plan support for young people at risk	Youth Support Counsellor
Monitor young people and, in collaboration with mental health agency, begin assessments of young people identified as at risk Resources needed: Be You Suicide Response Toolkit: The first 24 hours	Youth Support Counsellor

Other considerations	Who:
Consider who needs information on: <ul style="list-style-type: none"> <li>- Identifying risk factors for suicide and referral to hospital if needed</li> <li>- Understanding grief responses</li> <li>- Referral pathways to support services</li> </ul>	All Emergency Response Team staff

### Manage

Emergency Response Team	Who:
Undertake self-care: <ul style="list-style-type: none"> <li>- Debrief everyday</li> <li>- Identify a self-care activity for each member</li> <li>- Discuss coping mechanisms</li> <li>- Watch for signs of vicarious trauma</li> </ul>	Senior Pastor & Board
Ensure that staff can take a break from the response if required	Principal
Check in at 3 months, 6 months, 9 months, 12 months & plan for milestones and events	

Social Media	Who:
Consider the impact of social media	Principal with support of Emergency Response Team
If the use of social media escalates distress consider intervening	Principal with support of Emergency Response Team
Use social media for consistent messaging around help seeking and information sharing	IT Support
Consult with Be You team for ongoing management of social media Resources needed: Be You Suicide Response fact sheet: Suicide, media and social media	Principal

Media	Who:
Consider the need for an appropriate media response	Principal
Contact School's Governing Body Media Unit or Be You team for advice	Principal
Consult Suicide Postvention Toolkit/Guidelines if applicable. Resources needed: Be You Suicide Response fact sheet: Suicide, media and social media	Principal & ISQ

Next Steps	Who:
Document the incident and all actions undertaken	Student Data Manager
Organise a meeting with key players to develop a plan for foreseeable future Resources needed: Be You Suicide Response Toolkit: The first week	Emergency Response Team



With delivery partners



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### Initial Response on hearing about an attempted suicide, suicide, or other critical incident that may seriously impact wellbeing within the college community:

- ✓ Confirm facts and information
- ✓ It is important not to ignore rumours - they need to be considered. Confirm facts with the family and police
- ✓ Confirm with family/community that they are naming the injury or death as suicide or attempted suicide
- ✓ If the incident takes place at school ensure the immediate safety of young people
- ✓ Ensure that those affected are not left alone.

### In the first 24 hours of confirmation or an attempted suicide, suicide or critical incident:

- ✓ Inform the relevant lines of management in relation to reporting critical incidents
- ✓ Gather the Emergency Response Team to decide on the college response to the incident
- ✓ Contact the relevant mental health services and the Be You team
- ✓ Identify and safety plan for staff and young people who are possibly more vulnerable and at risk as a result of the suicide or attempted suicide

### Important Contact Numbers:

Police/Ambulance/Fire  
000 or 122 from mobile

Lifeline  
131 144

Suicide Call Back Service  
1300 659 467

Beyond Blue Support Service  
1300 22 46 36

#### Fill in your details:

Employee Assistance Program EAP  
Gryphon Psychology – 1800 056 076

Head of Senior School  
0409 185 141

Head of Junior School  
0417 398 059

Headspace Mackay  
4898 2200

Child and Adolescent Mental Health Team  
4968 3893