



MACKAY CHRISTIAN COLLEGE

Christian Education on Purpose

5K 31 Mandatory Reporting: Concerns of Harm and Abuse Policy

(This policy Includes processes that comply with the QFCC *Queensland Reportable Conduct Scheme*)

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 the <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) section 16</i> .
Scope:	Students and staff, 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:	College Principal
Date of Authorisation:	July 2026
References:	Child Protection Act 1999 (Qld) Child Protection Regulation 2023 (Qld) Child Safe Organisations Act 2024 (Qld) Criminal Code Act 1899 (sections 229BB and 229BC) (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) Education Queensland College of Teachers Act 2005 (Qld) Working with Children Check Act 2000 (Qld) Work Health & Safety Act 2011 (Qld) MCC Form CP1 Student Protection Report of Suspected Harm or Sexual Abuse (see Appendix 2 of this document) MCC Response to Complaints Policy MCC Complaints Handling Procedure QFCC Guide to Queensland's Reportable Conduct Scheme 2026
Review Date:	Annually, or as appropriate to reflect changing legislation and environment.
Policy Owner/s:	College Board, College Principal

Definitions

Harm, as per section 9 of the *Child Protection Act 1999*, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.
2. Harm can be caused by:
 - a) physical, psychological 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.

A **child in need of protection**, as per section 10 of the *Child Protection Act 1999*, is a child who:

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

Sexual abuse, as per section 364 of the *Education (General Provisions) Act 2006*, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:

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

Staff, in this policy, refers to full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Health and Safety

Mackay Christian College has written processes in place to enable it to comply with the requirements of the *Child Safe Organisations Act 2000* (Qld), the *Work Health and Safety Act 2011* (Qld) and the *Working with Children Check Act 2024* (Qld) ¹.

Conduct of Staff and Students

All staff will ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students².

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, King's Park Campus
- Ms Deb Wright – Head of Secondary, King's Park Campus
- Mr Andy Butler – Primary Head of Pastoral Care, Providence Campus
- Mrs Michelle Brownsey - Head of Primary, Providence Campus

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 director of the College's governing body³. Reports will be dealt with under the College's Complaints Handling Policy.

Reportable Conduct Scheme Obligations

The College will comply with its obligations under the *Child Safe Organisations Act 2024* (Qld) by ensuring that reportable allegations and reportable convictions involving workers are reported internally as soon as practicable, notified to the Queensland Family and Child Commission within required statutory timeframes and appropriately investigated and reported as required under the Act.⁴

¹ *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld) s.15

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(2)

⁴ *Child Safe Organisations Act 2024* (Qld) s.33-37

An initial report under this section must include the following particulars:

- a) details of the reportable allegation or reportable conviction;
- b) the name, including any former name or alias, of the worker the subject of the reportable allegation or reportable conviction;
- c) the date of birth of the worker, if known;
- d) the name of the head of the reporting entity;
- e) whether the sector regulator for the reporting entity or the police service has been contacted about the reportable allegation or reportable conviction;
- f) the reporting entity's contact details including its name, address and telephone number;
- g) if the worker currently performs work for the reporting entity – any action, including risk management action, taken in response to the reportable allegation or reportable conviction, including for example:
 - i. immediate steps taken to prevent the worker from having contact with children; and
 - ii. any disciplinary action taken or proposed to be taken against the worker.
- h) any other matter prescribed by regulation.⁵

Queensland College of Teachers Obligations

The College will comply with its obligations under the *Education of Queensland College of Teachers Act 2005* (Qld) by notifying the Queensland College of Teachers as soon as practicable when the College begins dealing with an allegation of harm to a child involving a teacher and again as soon as practicable once the College's dealings with the allegation are concluded.⁶

A notice when the College begins dealing with an allegation of harm to a child involving a teacher must include the following particulars:

- a) the name of the employing authority and if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
- b) the name of the relevant teacher;
- c) the day the employing authority started dealing with the allegation;
- d) the allegation, particulars of the allegation and any other relevant information;
- e) details about what actions the employing authority has taken to deal with the allegation.⁷

Reporting Sexual Abuse⁸

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's governing body 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's governing body immediately.

⁵ *Child Safe Organisations Act 2024 (Qld) s.35*

⁶ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76 and s.77*

⁷ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76(3)*

⁸ *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 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 abuse⁹.

Reporting Likely Sexual Abuse¹⁰

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's governing body 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's governing body immediately.

A report under this section must include the following particulars:

- a) the name of the person giving the report (the **first person**);
- b) the student's name and sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware:
 - i. the student's age;
 - ii. the identity of the person who is suspected to be likely to sexually abuse the student;
 - iii. the identity of anyone else who may have information about suspected likelihood of abuse.¹¹

Responding to Harm¹²

Harm caused by physical or sexual abuse

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.

⁹ *Education (General Provisions) Regulation 2017 (Qld)* s.68

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

¹¹ *Education (General Provisions) Regulation 2017 (Qld)* s.69

¹² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* s.16 (1) and(2)(d)

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹³;
- 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 relates¹⁴.

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

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

Harm Caused by Psychological or Emotional Abuse or Neglect

When the College receives any information alleging 'harm'¹⁵ 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 College Principal to Child Safety¹⁶. If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the College Principal, who may then refer the matter to Family and Child Connect.

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 Report¹⁷

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.

¹³ *Child Protection Act 1999 s.13G (2)(a)*

¹⁴ See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"*

¹⁵ *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)*

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

¹⁷ *Criminal Code Act 1899 (Qld) s.229BC*

Failure to Protect¹⁸

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 publish these on its website¹⁹.

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the College website, through letters to parents/carers, staff training, student assemblies and will be available on request from College administration²⁰.

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 annually²¹.

Staff will complete Mandatory All Staff Training (MAST) as part of the induction process for new staff and annually for all staff. A register of MAST completion is kept, as well as an attendance register for staff meetings.

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 annually²².

Complaints Procedure

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

MCC Response to Complaints Policy

MCC Complaints Handling Procedure

Related Policies and Procedures

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)

QFCC Guide to Queensland's Reportable Conduct Scheme (2026)

¹⁸ *Criminal Code Act 1899 (Qld) s.229BB*

¹⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

²⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

²¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

²² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

5K 31 Mandatory Reporting: Concerns of Harm and Abuse Policy (July 2026)

Appendix 1

Summary of Reporting

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	College Principal or a director of the governing body, through to police immediately	EGPA sections 366 and 366A
College Principal if 'first person'	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	A director of the governing body and police immediately	EGPA sections 366 and 366A
Teacher and registered nurse	Sexual and physical	Significant harm; and Parent may not be willing and able	Confer with College Principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm; and Parent may not be willing and able	College Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer with consent or College Principal, through to Family and Child Connect	CPA sections 13B and 159M
College Principal	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer without consent	CPA Sections 13B and 159M
Employing authority (College Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; and When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm; and Parent may not be willing and able	Child Safety	CPA section 13A
Any adult including students 18 years or older, parents/carers and volunteers	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and at the relevant time, the child is or was: (i) under 16 years; or (ii) a person with an impairment of the mind.	Police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed	Criminal Code section 229BC

Who	What abuse	Test	Report to	Legislation
All workers	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed - reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the College (entity).	Head of Entity or their delegate, as soon as practicable. Where the allegations involve the Head of Entity, the notification must be made to the QFCC. May also go to a director of the governing body.	CSO Act section 33
Head of the Reporting Entity (Head of Entity) or their delegate	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed - reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the College (entity).	QFCC initial notification within 3 business days. QFCC either interim or final report, within 30 business days.	CSO Act sections 34, and 30(1)(c)
Any person	Reportable allegation or reportable conviction by any worker	Reasonable belief that any worker has committed - reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the College (entity) or any other entity.	May report to QFCC at any time.	CSO Act section 33(4)

ABN 22 010 555 389

Private and Confidential

Student Protection Report of Suspected Harm or Physical or Sexual Abuse

☐ Sexual Abuse ☐ Likely Sexual Abuse ☐ Sexual Exploitation
☐ Significant Harm/Abuse or Neglect **OR** ☐ Unacceptable risk of significant harm including:
 ☐ Physical ☐ Psychological ☐ Emotional

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:

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 SUSPICION 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