

Reporting Concerns of Harm and Abuse Policy

Purpose:	The purpose of this policy is to provide written processes about how the College will respond to harm, or allegations of harm, to students under 18 years; and 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 Peregian Beach College and covers information about the reporting of harm and abuse.	
Status:	Approved	Supersedes: January 2025
Authorised by:	Board Chair	Date of Authorisation: May 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 and Safety Act 2011 (Qld) • Peregian Beach College Complaints Handling Policy • Peregian Beach College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld)) • Peregian Beach College Student Safety and Wellbeing Policy • Peregian Beach College Child Protection Reporting Form	
Review Date:	Annually	Next Review Date: January 2027
Policy Owner:	Peregian Beach College Board	

Definitions

- **Section 8 of the *Child Protection Act 1999*** - “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, as including 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; or
 - b) the relevant person has less power than the other person; or
 - c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.
- **Staff** – includes 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

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

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

Responding to Reports of Harm

When the College receives any information alleging harm² 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 is set out in the College's Student Safety and Wellbeing Policy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.³

Consultation and Support in Responding to Child Protection Concerns

Engaging in consultation is a key part of responding to student safety and wellbeing concerns. Staff may confer, meaning formally consult and document agreed actions with appropriate colleagues such as the Principal or other leaders responsible for student wellbeing to determine whether a reasonable suspicion of abuse, harm, or inappropriate behaviour exists. Conferring is encouraged to support informed decision-making but does not replace the obligation to report.

Confidentiality is essential. Information must only be shared with relevant colleagues and only to the extent necessary to support student safety and uphold these processes.

Conferral may provide critical context, such as:

- Additional information about the child/student, family, or staff member;
- Clarification of whether harm is "significant";
- Insight into whether a parent is able and willing to protect the student.

Staff are also encouraged to use decision-support tools such as the Queensland Child Protection Guide, and refer to:

- The Code of Conduct for guidance on inappropriate staff behaviour;
- Queensland College of Teachers resources on professional standards;
- Relevant materials documented contacts available.

Note: Conferral supports decision-making but does not remove the staff member's legal obligation to report concerns as outlined in these Student Protection Processes.

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.⁴

Reporting Inappropriate Behaviour

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

- Hayley Clifton / Jacqueline Vos (Guidance Officers)

² *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)*.

³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*.

⁴ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*.

- Nicola Kerin (Primary School Coordinator)
- Nigel McDuff (Secondary School Coordinator)
- Alec Wareing (College Coordinator)
- Shane Dupuy (Head of College)

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour from a student must report it to the Head of College as soon as reasonably practicable. Where the Head of College is the subject of the report of inappropriate behaviour, the staff member must inform a member of the College Board.⁵ Reports will be dealt with under the College's Complaints Handling Policy.

Reportable Conduct Scheme Obligations

The school 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.⁶

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.⁷

Queensland College of Teachers Obligations

The school will comply with its obligations under the *Education (Queensland College of Teachers) Act 2005* (Qld) by notifying the Queensland College of Teachers as soon as practicable when the school begins dealing with an allegation of harm to a child involving a teacher, and again as soon as practicable once the school's dealings with the allegation are concluded.⁸

A notice when the school 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;

⁵ *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld) s.15

⁶ *Child Safe Organisations Act 2024* (Qld) s.33-37

⁷ *Child Safe Organisations Act 2024* (Qld) s.35

⁸ *Education (Queensland College of Teachers) Act 2005* (Qld) s.76 and s.77

- 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.⁹

Reporting Sexual Abuse¹⁰

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; or
- b) a kindergarten-aged child registered in a kindergarten learning program at the College; or
- 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 school; and
 - ii. is not enrolled in the preparatory year at the school,

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

The Head of College or the Director must immediately provide a copy of the report to the Police.

If the first person who becomes aware or reasonably suspects sexual abuse is the Head of College, then the Head of College must give a written report about the abuse, or suspected abuse to the Police immediately, and must also give a copy of the report to 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.¹¹

Staff can access the College Child Protection Form on PBC Staff Team.

⁹ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76(3)*

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

¹¹ *Education (General Provisions) Regulation 2017 (Qld) s.68.*

Reporting Likely Sexual Abuse¹²

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; or
- b) a kindergarten-aged child registered in a kindergarten learning program at the school; or
- 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 school; and
 - ii. is not enrolled in the preparatory year at the school,

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

The Head of College or the Director must then immediately give a copy of the report to the Police.

If the first person who reasonably suspects likely sexual abuse is the Head of College, then the Head of College must give a written report about the suspicion to the Police immediately and must also give a copy of the report to 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); and
- b) the student's name and sex; and
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person; and
- d) any of the following information of which the first person is aware:
 - i. the student's age; or
 - ii. the identity of the person who is suspected to be likely to sexually abuse the student; or
 - iii. the identity of anyone else who may have information about suspected likelihood of abuse.¹³

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

¹³ *Education (General Provisions) Regulation 2017* (Qld) s69.

Responding to Harm¹⁴

Harm caused by physical or sexual abuse

Under Section 13E (3) of the *Child Protection Act 1999*, if a teacher 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.¹⁵

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 Head of College or Board.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion;¹⁶ and
- b) the child's name and sex descriptor; and
- c) the child's age; and
- d) details of how to contact the child; and
- e) details of the harm to which the reportable suspicion relates; and
- f) 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; and
- g) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.¹⁷

Staff are encouraged to use the Child Protection Form to record their concerns and submit to the Head of College. Staff should confer with a Student Protection Officer (SPO) to complete the Child Protection Guide and follow guidelines to make an online report. If **urgent**, staff can make a report to the South East Queensland Regional Intake Office on 1300 679 849. Outside of business hours, staff can contact the Child Safety After Hours Service Centre on 1800 177 135.

<https://secure.communities.qld.gov.au/cbir/Childsafety>

Harm caused by psychological or emotional abuse or neglect

¹⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1) and (2)(d)

¹⁵ Child Protection Act 1999 s.13E(2).

¹⁶ Child Protection Act 1999 s.13G (2)(a).

¹⁷ See Child Protection Regulation 2023(Qld) s.4 "Information to be included in report to chief executive".

When the school receives any information alleging 'harm'¹⁸ 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.¹⁹ 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.

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 report²⁰

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/guardians and volunteers at the school. A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Educational (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 protect²¹

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 sexual offence. A failure to protect is an offence.

Awareness

The College's Policies and Procedures can be found in Employment Hero or on the College website. Awareness of the College's processes will include information displays around the College, student assemblies, enrolment interviews (if required), staff induction, annual information session (held at the start of each school year) and as needed via staff professional development sessions.²²

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 processes on its website.

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible in Employment Hero and on the College website and will be available by request from College Administration.

Training

¹⁸ 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)

¹⁹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1)(a)

²⁰ Criminal Code Act 1899 (Qld) s.229BC.

²¹ Criminal Code Act 1899 (Qld) s.229BB.

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

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 in the first Professional Development Session of the year, and as required when new staff are engaged at the College. Staff participation in regard to said training will be recorded in attendance registers.

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.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as a complaint under the Peregrine Beach College Complaints Handling Policy.

Appendices

- Appendix 1 – Child Protection Decision Trees
- Appendix 2 – Child Protection Form - Report of Suspected Harm or Sexual Abuse



Child Protection Decision Trees

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 s13E; and Accreditation Regulation s16(2)(a)*

Complete the school report form



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

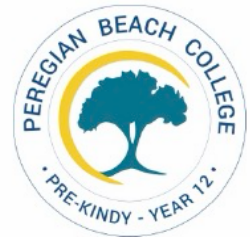
If the report relates to sexual abuse or likely sexual abuse the Principal or a Director of the school's governing body will report this to the police immediately under the EGPA

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

Child Protection Decision Tree

FOR
NON-TEACHING
STAFF

*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*

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

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I am a teacher* at a school.



Child Protection Decision Tree FOR TEACHERS

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.

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

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

YES

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(2)(a)

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**.

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

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

YES

NO

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

YES

NO

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

SIGNIFICANT HARM/PARENT TEST
You can confer with your Principal
when applying these tests and
[use the Online Child Protection Guide](#).

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

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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responding to harm.

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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.
*EGPA s366 & 366A; Criminal Code s229BC;
CPA s13E; and Accreditation Regulation s16(2)(a)*

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 under the EGPA.

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, under the CPA and/or School Policy.

Child Protection Decision Tree FOR VOLUNTEERS



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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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.

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

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

Child Protection

FOR EARLY CHILDHOOD EDUCATION AND CARE PROFESSIONALS

*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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I am the Principal or Board Director of a school.



Child Protection Decision Tree

FOR PRINCIPALS
AND BOARD
DIRECTORS



During the course of my engagement, I have become aware (complete the school report form), or I have received a report from a staff member or volunteer, that there is a reasonable suspicion that a child has been harmed or is likely to be harmed.

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

YES

A child is being harmed due to physical, psychological or emotional abuse or neglect, or that a child is likely to be harmed in such a way.
CPA s13E; and Accreditation Regulation s16(2)(a)



Immediately report to police and give a copy to the school's governing body.

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

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

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



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

IS THE HARM BEING CAUSED BY A TEACHER?
If so, you have additional notification obligations under the QCT Act.



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

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

SUMMARY OF REPORTING HARM

WHO	ABUSE TYPE	TEST	REPORT TO	LEGISLATION
All staff	Sexual	Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused	Principal or Board, through to Police immediately	EGPA, sections 366 and 366A
Teacher	Sexual and physical	Significant harm; and Parent may not be willing and able	Confer with 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	Principal, through to Child Safety	Accreditation Regulations, section 16
All staff	Any	Not of a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA, sections 13B and 159M
Principal	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA, sections 13B and 159M
Any member of the public	Any	Significant harm; and Parent may not be willing and able	Child Safety	CPA, section 13A
Any adult*	A child sexual offence against a child by another adult	Reasonable belief and, at the relevant time, the child is or was: – under 16 years; or – a person with an impairment of the mind	Police	Criminal Code section 229BC
Employing authorities (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start dealing with an allegation; and When you finish dealing with an allegation	Queensland College of Teachers	QCT, sections 76 and 77

* This obligation is fulfilled if the adult has already reported the information under any of the previous provisions, or believes on reasonable grounds that another person has done or will do so.

OTHER RESOURCES TO SUPPORT YOUR DECISION MAKING

- [Online Child Protection Guide](#)
- [Traffic Light Resource for sexual behaviour in children and young people](#)
- [eSafety Commissioner – Toolkit for Schools](#)
- [Be You](#)
- [Headspace Schools](#)
- [National Association for Prevention of Child abuse and Neglect \(NAPCAN\)](#)
- [Queensland Family & Child Commission](#)
- [National Principles for Child Safe Organisations](#)

FURTHER INFORMATION

School Services
07 3228 1593 | office@isq.qld.edu.au



Appendix 2

Child Protection Form Private and Confidential Report of Suspected Harm or Sexual Abuse

Date
School: Peregian Beach College
School Phone: 07 5448 1722
School Email: principal@pbc.qld.edu.au
School Address: 41 Old Emu Mountain Rd, Peregian Beach, QLD 4573

PART A: The following sections to be completed by the person raising the concern (include as much detail as possible based on the information known).

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex Descriptor:
Year Level:	Cultural Background: Australian
Primary language spoken: English	
Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander ☐	
Does the student have a disability verified under NCCD: Yes ☐ No ☐	Disability Category: ☐ Socio-emotional: ☐
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student: Mother
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 ☐	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE

- | | | |
|--|--|--------------------------------------|
| ☐ Adult family member | ☐ Child family member | ☐ Other adult |
| ☐ Student/other child | ☐ Unknown | |

TYPE OF CONCERN

- | | |
|----------------------------------|--|
| ☐ Sexual | ☐ Physical |
| ☐ Neglect | ☐ Emotional/Psychological |

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).

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 raising concern if not the Principal:

Position:

Signature:

Date:

Principal:

Signature:

Date:

Principal's email address:

Response requested by school:

PART B: The following sections to be completed by SPO &/or Principal

See Child Protection Policy for detailed information on reporting obligations

ACTION TAKEN			
☐	Queensland Child Protection Guide (CPG) completed https://secure.communities.qld.gov.au/cpguide/e/e.aspx Date: Who: (Please print and attach outcome to this form)	☐	Referral to Family and Child Connect ph. 13 32 64 http://familychildconnect.org.au Date: Who:
☐	Report to Child Safety https://secure.communities.qld.gov.au/cbir/ChildSafety ph. 1300 703 762 Date report made: Name of person making report: ☐ Online ☐ Phone ☐ Both - Online and Phone (Please print and attach online report to this form)	☐	Report to Queensland Police Services (QPS) Maroochydore Police Station CAIU.SunshineCoast@police.qld.gov.au ph. 5475 2432 Date report sent: Name of person making report: ☐ Confirmed all adults reporting this concern have been notified that the matter has been reported to the police Name and date details:
☐	Document and Monitor	☐	Additional reporting: ☐ School Board ☐ Queensland College of Teachers ☐ Department of Education ☐ Other Name and date details:

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

SPO (if applicable):	Signature:	Date:
Principal:	Signature:	Date:

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