

Key Information for Parent Volunteers

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1.0 Introduction

Immanuel Lutheran College values the contribution of all members of the College community in volunteering their time. To assist us in providing a safe and positive environment, volunteers are expected to read and comply with the following guidelines, in addition to our College Community Code of Conduct.

2.0 Work Health and Safety

As a Parent Volunteers you must:

- Sign in/out through reception in the main administration building and wear your identification sticker in a visible location on their person while on the College grounds.
- Take reasonable care of your own health and safety
- Take reasonable care not to adversely affect the health and safety of those around you
- Comply as far as you are reasonably able with any instruction, policy or procedure relating to health and safety in the workplace
- Report all near misses, incidents and injuries
- In the event of an Evacuation, Lockdown or Shelter-in-Place situation, follow the directions of Immanuel Lutheran College staff.

3.0 Child Protection

As a Parent Volunteer at Immanuel Lutheran College, there are a variety of potential child safety incidents and concerns that you must report to the College and/or external authorities if you witness or become aware of them.

At Immanuel Lutheran College we use the phrase “Child Safety Incident or Concern” to mean:

- Incidents of, or concerns about a risk of harm to a child.
- Offences against children under the Criminal Code 1899 (Qld) such as:
 - o Leaving a child aged under 12 unattended for an unreasonable period
 - o Criminal neglect

- o Sexual offences
- o Grooming offences
- o Offences relating to child exploitation material
- A breach of our Code of Conduct relating to Child Protection, such as inappropriate behaviour by a staff member.

Harm is defined as any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing, regardless of how that harm is caused. A single act, omission or circumstance or a series of acts, omissions or circumstances can cause harm.

Harm can be caused by (but is not limited to):

- Physical abuse
- Psychological or emotional abuse
- Neglect
- Sexual abuse or exploitation

Harm to a child includes:

- being a victim of, or exposed to, domestic violence
- being subjected to grooming behaviours
- being subjected to sexuality or gender identity conversion practices
- self harm.

Immanuel Lutheran College will take prompt and appropriate action in response to all child safety incidents or concerns that are reported internally. This includes suspicions, allegation or disclosures of abuse or other harm

All matters that meet the required thresholds will also be reported externally as appropriate to Child Safety Services, the Queensland College of Teachers, and/or the Police. This is dependent on the information contained in the report.

Whenever there are concerns that a child is in immediate danger, the Police should be called on 000.

3.1 Our Child Protection Officers

Under Queensland accreditation requirements for non-state schools, Immanuel Lutheran College is required to nominate staff members to whom a student may make a report about any inappropriate conduct of other staff members. As a Volunteer or Contractor at our College, you must report all child safety incidents or concerns to one of our Child Protection Officers. They are your first port of call for most situations involving child safety incidents or concerns and can assist you to clarify reporting obligations, help decide the best course of action and answer any questions you may have about our Child Protection Policy and the broader Child Safety Program at ILC.

Our Child Protection Officers are:

- Eloise Beveridge, Principal (Senior Child Protection Officer)

- Paul O'Reilly, Director of Counselling and Support Services
- Jodie Hayat, Head of Primary School
- Matt Doecke, Director of Wellbeing P-6
- Nick Cheyne, Head of Secondary School
- Brandi Galpin, Director of Student Engagement
- Tracey Ellaway, Director of Immanuel Early Learning Centre

As Senior Child Protection Officer, Eloise Beveridge has additional child safeguarding responsibilities, such as:

- Being the first point of contact for all child safety concerns or queries for the wider community
- Coordinating the College's response to child safety incidents in consultation with the Executive Team, College Council and/or Lutheran Schools Queensland as appropriate.

Immanuel Lutheran College does not place any limits on to whom or the ways in which a student can disclose a child safety incident or concern. Students may then raise an incident or concern, including regarding inappropriate behaviour by a Staff, Volunteer or Contractor, by any means.

3.2 Reporting Obligations

Responding to a Child Safety Incident or Concern

All Staff, Volunteers and Contractors must act as soon as they witness a child safety incident or form a reasonable belief that a student has been, or is at, immediate risk of being abused or harmed.

If you think a student has just been or is at immediate risk of being harmed, you must ensure their safety by:

- Separating the alleged victims from others involved
- Administering or seeking first aid as required
- Calling 000 for urgent medical or Police assistance to address immediate health and safety concerns where necessary.

If you suspect that a student may be experiencing abuse or other harm, or that their safety may be at risk, but you are unsure where your concern is of a level that requires external reporting, you should immediately raise your concerns with one of the Child Protection Officers listed above, who will be able to assist you. This is called "conferring with a colleague" and is expressly permitted by the law in Queensland.

Reportable Suspicion

You must make a report to one of the Child Protection Officers if you know or have a reasonable suspicion that a student may be in need of protection because they:

- have suffered, are suffering or are at an unacceptable risk of suffering, significant harm, and do not have a parent able and willing to protect them from harm;
- may be a victim of sexual abuse, exploitation or grooming;

- may be experiencing or at risk of experiencing abuse or other harm due to behaviour or conduct by another member of a Staff, Volunteer or Contractor

Failure to Protect

Under section 229BB of the Criminal Code Act 1899 (Qld), an adult (18 years or older) who is associated with the College as an employee, contractor, volunteer or other capacity, will commit a criminal offence if they:

- Know that there is a significant risk that another adult (associated with the College or a regulated volunteer) will commit a child sexual offence in relation to a child under the care, supervision or control of the College, and
- Have the power or responsibility to reduce or remove the risk, and
- Wilfully or negligently fail to reduce or remove the risk.

This criminal offence is Failure to Protect Child from Child Sexual Offence (referred to as Failure to Protect).

All staff members (teaching and non-teaching, members of the College Council, Direct Contact Volunteers and Direct Contact Contractors are considered to be associated with the College.

This offence means that action must be taken by any staff member, volunteer or contractor who has the power or responsibility to do so, to protect students aged under 16, or students under 18 years with impairment of the mind from a known significant risk of sexual abuse that is posed by:

- An adult staff member at the College, a Direct Contact Volunteer or Direct Contact Contractor, or
- An adult who is volunteer employed, a homestay provider, a home-based care service or a foster and kinship carer.

4.0 Parent Volunteer Declaration

As a Parent Volunteer at Immanuel Lutheran College, you will be required to complete a declaration form stating that you are not a Restricted Person and acknowledge your legal obligation to advise the College immediately if this status changes. This must be signed prior to commencing volunteer duties.

Under [Working With Children \(Risk Management and Screening\) Act 2000](#) and [Working With Children \(Risk Management and Screening\) Regulation 2020](#), a Restricted Person is a person who:

- Has been issued a Blue Card negative notice
- Has a suspended Blue Card
- Is a disqualified person
- Has been charged with a disqualifying offence which has not been finalised
- Is the subject of an adverse interstate Working with Children check decision that is in effect.

If you are a restricted person, it is an offence to work in Restricted Employment, which includes being a Parent Volunteer. The maximum penalty for individuals is over \$70,000, or 5 years in prison. For more information, see [Restricted person and restricted employment explained for individuals](#).

5.0 Information

Title	Key Information for Parent Volunteers
Document number	CP-HAN-KeyInformationParentVolunteers-V1-2025
Purpose	Volunteer Communication
Audience	Parents
Category	Operational
Subcategory	Safety

6.0 Related Policy Documents and Supporting Documents

Legislation	Working With Children (Risk Management and Screening) Act 2000 Working With Children (Risk Management and Screening) Regulation 2020
Policy	Child Protection Policy Child Risk Management Strategy Blue Card Policy Code of Conduct Policy (College Community)
Forms	Parent Volunteer Declaration Form