



**Immanuel
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College**

Immanuel Lutheran College

Child Protection Policy and Procedures

Purpose:	The purpose of this policy is to provide written processes about - (a) how the school will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the school'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 Immanuel Lutheran College.	
Status:	Approved - 26 March 2024 Resolution - 09/2024	Supersedes: 2023 Child Protection Policy and procedures
Authorised by:	Immanuel Lutheran College Council Chair - Matthew Webster	Date of Authorisation: 26 March 2024
References:	<ul style="list-style-type: none">• <u>Child Protection Act 1999 (Qld)</u>• <u>Education (General Provisions) Act 2006 (Qld)</u>• <u>Education (General Provisions) Regulation 2017 (Qld)</u>• <u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u>• <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u>• <u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u>• <u>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</u>• <u>Criminal Code Act 1899 (sections 229BB and 229BC)</u>• <u>Child Protection Regulation 2023 (Qld)</u>• Immanuel Lutheran College Complaints Handling Policy• Immanuel Lutheran College Complaints Handling Procedure• Immanuel Lutheran College Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld))• Immanuel Lutheran College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))• Immanuel Lutheran College Child Protection Reporting Form Immanuel Lutheran College Code of Conduct for Staff	
Review Date:	Annually	Next Review Date: March 2025
Policy Owner:	College Council	



Definitions

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

Health and Safety

The school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011 (Qld)* and the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*.

Responding to Reports of Harm

When the school receives any information alleging ‘harm’¹ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

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 students³.

¹*Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)*: the definition of ‘harm’ for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

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

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



Reporting Inappropriate Behaviour

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

- Relevant Head of School

or

- Principal⁴

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the principal.

Where the principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's council⁵. Reports will be dealt with under the following policies, Immanuel Lutheran College Complaints Handling Policy and Staff / Student / Parent / Wider Community Complaints Procedure.

Reporting Sexual Abuse⁶

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 school, that any of the following has been sexually abused by another person:

- a student under 18 years attending the school;
- a kindergarten aged child registered in a kindergarten learning program at the school;
- a person with a disability who:
 - under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - 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 principal or to the Executive Director⁷ of Lutheran Education Queensland (director@leq.lutheran.edu.au) immediately.

⁴Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)

⁵Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

⁶Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

⁷The Lutheran Church of Australia Queensland District has delegated its director's reporting function under s366 and 366A of the Education (General Provisions) Act 2006 to the Executive Director, Lutheran Education Queensland in line with s 366B.



The school's principal or the Executive Director of Lutheran Education Queensland 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 school's principal, the 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 the Executive Director Lutheran Education Queensland 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 abuse⁸.

Reporting Likely Sexual Abuse⁹

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 school, that any of the following is likely to be sexually abused by another person:

- a. a student under 18 years attending the school;
- b. a kindergarten aged child registered in a kindergarten learning program at the school; c)
- 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 principal or to the Executive Director¹⁰ Lutheran Education Queensland (director@leg.lutheran.edu.au) immediately.

The school's principal or the Executive Director Lutheran Education Queensland must immediately give a copy of the report to a police officer.

⁸Education (General Provisions) Regulation 2017 (Qld) s.68

⁹Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) .s 16(2)(c)

¹⁰The Lutheran Church of Australia Queensland District has delegated its director's reporting function under s366 and 366A of the Education (General Provisions) Act 2006 to the Executive Director, Lutheran Education Queensland in line with s 366B.



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If the first person who reasonably suspects likely sexual abuse is the school's principal, the principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to the Executive Director Lutheran Education Queensland 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 abuse¹¹.

Reporting Physical and Sexual Abuse¹²

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 Children, Youth Justice and Multicultural Affairs (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 principal.

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 and sex descriptor;
- c. the child's age;
- d. details of how to contact the child;
- e. details of the harm to which the reportable suspicion relates;
- 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;
- g. particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹⁴

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

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

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

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



Department of Child Safety, Seniors & Disability Contact Details:

The Sunshine Coast and Central Queensland Region Intake Service can be contacted on 5438 5400 or 1300 703 782 during business hours (from 9am to 5pm Monday to Friday). Outside of these hours, the Child Safety After Hours Service Centre can be contacted on phone free call 1800 177 135 (Queensland only).

Responsibilities under Criminal Code Act 1899 (Qld)

In addition to the reporting requirements under the Child Protection Act 1999 and Education (General Provisions) Act 2006, all adults (inclusive of parents/guardians, volunteers and students 18 years or older) also have obligations under the Criminal Code Act 1899 to report to police information relating to child sexual offenses should they have reasonable belief that an adult has committed a child sexual offence.

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 Report¹⁵

Under section 229BC of the Criminal Code Act 1899, all adults, inclusive of parents/guardians, volunteers and students 18 years or older 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. A reasonable excuse not to make a report under the **Criminal Code Act 1899** includes that a report has already been made under the **Education (General Provisions) Act 2006** (reporting sexual abuse or likely sexual abuse) and the **Child Protection Act 1999** (reporting significant harm or risk of significant harm) as per this policy.

Failure to Protect¹⁶

Under section 229BB of the Criminal Code Act 1899, 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. Accountable persons will commit an offence if:

¹⁵Criminal Code Act 1899 (Qld) s.229BC

¹⁶Criminal Code Act 1899 (Qld) s.229BB



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- a. the adult knows there is a significant risk that another adult (the alleged offender) will commit a child sexual offence in relation to a child; and
- b. the alleged offender is associated with the school (or another institution) or is a regulated volunteer; and
- c. the child is under the care, supervision or control of the school; and
- d. the child is under 16 years or is a person with an impairment of the mind; and
- e. the adult has the power or responsibility to reduce or remove the risk; and
- f. the adult willfully or negligently fails to reduce or remove the risk.

If in doubt, always assume that a matter is reportable.

Awareness

The school 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 website¹⁷.

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request in hard copy format from the school administration¹⁸.

Training

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually¹⁹. A record of attendance by staff in induction training and annual refresher sessions will be maintained by the school.

Implementing the Processes

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually²⁰.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under Staff/Student/Parent/Wider Community Complaints Procedure²¹.

¹⁷Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) .s 16(4)(a)

¹⁸Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(4)(b)

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

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

²¹Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(5) and s. 16(6).



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Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Children, Youth Justice and Multicultural Affairs [Child Protection Guide](#) resource
- [Blue Card Services](#) resources

Appendices

- Appendix 1- Summary of Reporting Harm
- Appendix 2- Report of Suspected Harm or Sexual Abuse Form





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Appendix 1

Summary of Reporting Harm

WHO	WHAT ABUSE	TEST	REPORT TO	LEGISLATION
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police immediately	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm; & 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, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 61
All staff	Any	Not 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 a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 67 and 7
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult (includes students 18 years or older, parents/guardians 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 (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC
An accountable person means an adult who is associated with an institution (institution means the school).	Sexual and physical	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause child sexual offence is being or has been committed	Principal, through to police immediately	Under Section 229BB of the Criminal Code Act 1899 :



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Appendix 2

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:

School:

School Phone:

School Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:

Legal Name:

Preferred Name:

DOB:

Sex identifier:

Year Level:

Cultural Background:

Primary language spoken:

Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander ☐

Does the student have a disability verified under EAP:

Disability Category:

Yes ☐ No ☐

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:

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



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Adult family member ☐
Student/other child ☐

Child family member: ☐
Unknown ☐

Other adult: ☐

**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 of anyone else who may have information about the harm or abuse

Additional information provided as an attachment YES ☐ NO ☐

Name of staff member making report if not the Principal:

Position:	Signature:	Date:
Principal:	Signature:	Date
Principal's email address:		
Response requested by school:		



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ACTION TAKEN

Form was emailed to (please tick which agencies the form was sent to):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Queensland Police Services (QPS) |
| <input type="checkbox"/> | Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services) |
| <input type="checkbox"/> | Family and Child Connect |
| <input type="checkbox"/> | Queensland College of Teachers |

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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.

