

STUDENT PROTECTION PROCEDURES FOR REPORTING HARM (STUDENTS AND PARENTS) – PAGE 1 OF 2

A single matter may involve Harm as well as a Child Sexual Offence, Inappropriate Behaviour of a Staff member, a Reportable Allegation or a Reportable Conviction.
You should follow each applicable process.

Refer to the *Student Protection and Reporting Policy* for definitions and more information.

ALWAYS REPORT PROMPTLY AND TAKE ANY NECESSARY ACTION TO PROTECT A STUDENT FROM IMMEDIATE HARM.

1. Harm or suspected Harm

(within or outside the School – not just Harm caused by School Staff)

You are a student or parent, and you are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering Harm.

Harm means any detrimental effect of a significant nature on a child’s physical, psychological or emotional wellbeing, irrespective of cause.

Causes of Harm may include, but are not limited to: Physical Abuse, Psychological or Emotional Abuse or Neglect; or Sexual Abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

Report the Harm or suspected Harm to **any Staff member of the School as soon as possible**.

You can report in writing or by speaking with the Staff member.

2. Child Sexual Offences

(within or outside the School – not just Harm caused by School Staff)

You are a student aged 18 years or over or a parent and you believe on reasonable grounds that a Child Sexual Offence is being or has been committed against a Child by another Adult at a time when the Child is or was under 16 years or a person with an impairment of the mind.

Child Sexual Offences are offences of a sexual nature committed in relation to a child and include, but are not limited to, offences relating to child exploitation material, rape and sexual assault.

Disclose the information to the Police as soon as possible.

OR

Disclose the information to the HM as soon as possible who will immediately give your report to Police and then immediately confirm to you in writing that your report has been given to Police.

If you do not receive this information within 24 hours, provide your report directly to Police as soon as possible.

3. Inappropriate Behaviour by a Staff member of the School

(within the School – not inappropriate behaviour of someone outside the School)

You are a student or parent, and you wish to report Inappropriate Behaviour by a Staff member.

Inappropriate Behaviour means behaviour of a Staff member that a student or parent considers inappropriate, or any behaviour of a Staff member that is otherwise inconsistent with the *Student Protection and Reporting Policy*, the *Code of Conduct (Staff)* or any other School policies or procedures.

Report the behaviour to a **Head of Year, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, or Head of Middle School as soon as possible**.

You can report in writing or by speaking with the Head of Year, a Deputy Headmaster, Head of Senior School or Head of Middle School.

STUDENT PROTECTION PROCEDURES FOR REPORTING HARM (STUDENTS AND PARENTS) – PAGE 2 OF 2

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4. Reportable Allegation or Reportable Conviction – Child Safe Organisations Act s.33, s.34

All persons

You wish to notify a Reportable Allegation or Reportable Conviction.

Immediately:

- Report the matter to the Headmaster (who will make an initial report to the Queensland Family and Child Commission)
OR
 - If the matter relates to the Headmaster (or their delegate):
 - report the matter to the Queensland Family and Child Commission; **and**
 - notify the Chair of the Board of Trustees of your report to the Queensland Family and Child Commission.

KEEP A WRITTEN RECORD OF YOUR ACTIONS

NOTES:

1. Any person may notify the Queensland Family and Child Commission of a Reportable Allegation or Reportable Conviction about a person at any time.
2. Any Reportable Allegations that may involve criminal conduct must be reported by the Headmaster to the Police.
3. The Headmaster (or Chair of the Board of Trustees where the matter relates to the Headmaster or their delegate) must follow the processes in **Annexure D** to the *Student Protection and Reporting Policy – Requirements of the Reportable Conduct Scheme*.