

BRISBANE GRAMMAR SCHOOL

Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)

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1. Purpose, Application and Overview

Purpose

Brisbane Grammar School (**BGS** or **the School**) is committed to protecting the students in our care and has zero tolerance toward abuse and neglect of children and young people. Accordingly, we have developed this *Student Protection and Reporting Policy (and Student Safeguarding Risk Management Strategy)* (**Policy**) on how to respond to reports and allegations, to assist Staff in meeting their responsibilities in this area.

Staff are required to report to the School **any** concerns about the safety of our students, including reporting concerns about abuse or Neglect perpetrated by Staff within our School or by other persons.

Staff must act on concerns promptly. This means:

- If a student is at imminent risk of harm or in immediate danger, Staff (or any adult whether they are parents, Staff or students over the age of 18) are required to report the situation directly to Police on 000;
- Staff (including the Headmaster) are required to provide a written report about any reasonably suspected Sexual Abuse (including likely Sexual Abuse) immediately to the Headmaster or a member of the Board of Trustees; and
- All other reports under this Policy should also be made **immediately**, or if that is not possible, by no later than the end of the working day.

Safeguarding students is a shared responsibility, and it is reliant on all members of the School community to keep students safe in our care.

Application

This Policy applies to all Staff, parents and students at BGS and to the Board of Trustees. This Policy applies in all of the School's operational environments and without fail wherever children and young people are participating in the School's activities, programs, services and / or facilities.

Visitors to the School will also be made aware of this Policy and encouraged to report any concerns in accordance with this Policy.

Students are encouraged to participate in conversations around safety and protection and to take a level of accountability for reporting that is appropriate to their age and capacity. However, the School recognises that the responsibility for safety and safeguarding ultimately sits with the adults responsible for their care, including parents and Staff of the School.

Overview

This Policy provides written processes about the appropriate conduct of Staff, parents and students of the School, including the mandatory reporting obligations of registered teachers and nurses, and in particular processes for:

1.1. Reporting of Harm

Students, parents and Staff members to report Harm, and for Staff members, including the Headmaster (and where appropriate, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School or Head of

Middle School) to manage reports of Harm (including Reportable Suspicions of staff and workers).

Students and parents should report Harm or suspected Harm as soon as possible to any Staff member of the School, by speaking with them or in writing.

Staff must report Harm or suspected Harm as soon as possible to the Headmaster, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School or Head of Middle School and keep a written record of their actions.

A Reportable Suspicion of a teacher or registered nurse must be notified directly to Child Safety Services or to the Headmaster, Head of Senior School or Head of Middle School. The report must contain the information specified in **section 7.1** of this Policy.

If a Reportable Suspicion is notified to the Headmaster, Head of Senior School or Head of Middle School, the Headmaster, Head of Senior School or Head of Middle School will:

- Notify the Staff member that the Staff member's report will immediately be provided to Child Safety Services, after which time the Staff member will immediately be provided written confirmation from the Headmaster, Head of Senior School or Head of Middle School that their report has been given to Child Safety Services; and
- If the Staff member does not receive the above information from the Headmaster, Head of Senior School or Head of Middle School within 24 hours, the Staff member should as soon as possible provide their report directly to Child Safety Services.

To avoid doubt, it is immaterial how Harm is caused. For example, Harm may be caused by an adult to a student, by a child or young person to a student, or by student to another student.

Responding to Harm caused by a child or young person may require Child Safety Services intervention, and/or other additional support services for all children/young people involved. Children and young people who display harmful behaviours require specific responses and supports that carefully examine the nature of their behaviours, developmental considerations, and any other contextual and contributing factors.

1.2. Reporting of Sexual Abuse or likely Sexual Abuse

Staff members (including the Headmaster) who become aware, or reasonably suspect in the course of the staff member's employment at the School that a student who is under 18 or a person with a disability who is being provided with special education at the School has been, or is likely to be, subject to Sexual Abuse by a person (irrespective of whether that person is School Staff) to immediately report this to the Headmaster or a member of the Board of Trustees in writing.

The Headmaster or a member of the Board of Trustees must immediately report Sexual Abuse or likely Sexual Abuse of a student who is under 18 or a

person with a disability who is being provided with special education at the School to Police, by giving a copy of the Staff member's (or Headmaster's) original report to Police. The Headmaster must also immediately give a copy of the Headmaster's report to a member of the Board of Trustees.

See **section 7.2** of this Policy for the particulars that the report must contain.

1.3. Reporting of a Child Sexual Offence

Adults (whether they are parents, Staff or students over the age of 18) to report information that causes them to believe, on reasonable grounds (or that ought to reasonably cause them to believe), that a Child Sexual Offence is being or has been committed against a Child (who at the relevant time is, or was, a Child under 16 years or with an impairment of the mind) to Police or to the Headmaster..

If a report of a Child Sexual Offence is notified to the Headmaster, the Headmaster will:

- Notify the reporter that their report will immediately be provided to Police, after which time the reporter will immediately be provided written confirmation from the Headmaster that their report has been given to Police; and
- If the reporter does not receive the above information from the Headmaster within 24 hours, the reporter should as soon as possible provide their report directly to Police.

1.4. Reporting of Inappropriate Behaviour

Students, parents and Staff members to report Inappropriate Behaviour by a Staff member and for Heads of Year, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, Head of Middle School or the Headmaster or member of the Board of Trustees to manage reports of Inappropriate Behaviour by a Staff member.

Students and parents should report Inappropriate Behaviour as soon as possible to a Head of Year, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School or Head of Middle School, by speaking with them or in writing.

Staff must report Inappropriate Behaviour as soon as possible to a Head of Year, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School or Head of Middle School and keep a written record of their actions.

1.5. Reportable Conduct Scheme

In Queensland, a Reportable Conduct Scheme requires notifications to be made to the prescribed reportable conduct authority (the Queensland Family and Child Commission or 'QFCC') of any Reportable Allegation or Reportable Conviction involving Reportable Conduct of one of our Staff members or a member of the Board of Trustees (**Worker**).

"Reportable Conduct" is (whether or not a criminal proceeding in relation to the conduct has been commenced or concluded):

(a) a Child Sexual Offence, in addition to an offence of a sexual nature committed in the presence of a Child, and an act or omission committed outside Queensland that would be one of these offences if it were committed in Queensland;
(b) Sexual Misconduct committed in relation to, or in the presence of, a Child;
(c) Ill-treatment of a Child;
(d) significant Neglect of a Child;
(e) Physical Violence committed in relation to, or in the presence of, a Child; and
(f) behaviour that causes significant Emotional or Psychological Harm to a Child.

Reportable Conduct does not include conduct that is reasonable for the discipline, management or care of a child having regard to the characteristics of the child, including the age, developmental stage and health of the child; and any code of conduct or professional standard applying to the conduct.

Reportable Conduct may be one act or a series of acts and does not need to have occurred in the course of the Worker performing work.

Under the Child Safe Organisations Act, any person, including a Worker, may notify the QFCC of a Reportable Allegation or Reportable Conviction about a person at any time.

If a Worker becomes aware of a Reportable Allegation or Reportable Conviction they must, as soon as practicable:

(a) Report the matter to the Headmaster (who will in turn make an initial report to the QFCC within 3 business days); or
(b) If the matter relates to the Headmaster (or their delegate)—report the matter to the QFCC. The Worker should also notify the Chair of the Board of Trustees of their report to the QFCC.

(A report is not required if a Worker reasonably believes the matter has already been reported to the QFCC by another person.)

The Headmaster must report to the QFCC and investigate Reportable Allegations and Reportable Convictions in accordance with the reporting, investigation and other requirements of the Reportable Conduct Scheme and this Policy. The Headmaster may delegate these functions to an appropriately qualified person.

Any Reportable Allegations that may involve criminal conduct must be reported by the Headmaster as soon as practicable to the Police.

Staff, including the Headmaster, and Workers must refer to and follow the *Student Protection Procedures for Reporting Harm (Staff and Workers)* to understand and comply with their reporting obligations under this Policy.

An Internal Incident Report Form, for use by Staff and Workers (as applicable) when reporting Harm, Sexual Abuse (including likely Sexual Abuse), Reportable Suspicions, Child Sexual Offences, Reportable Allegations, Reportable Convictions and/or Inappropriate Behaviour, is set out in **Annexure A**.

An External Report of Reportable Suspicions, Child Sexual Offences, Reportable Allegations and/or Reportable Convictions is set out in **Annexure B**. The Child Safety Services online portal may alternatively be used for Reportable Suspicions. An online notification form published by the QFCC may alternatively be used for Reportable Allegations or Reportable Convictions.

The BGS *Student Safeguarding and Risk Management Strategy* forms part of this Policy (**Annexure C** to this Policy).

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 this Policy – *Requirements of the Reportable Conduct Scheme.*

Parents and students should refer to and follow the *Student Protection Procedures for Reporting Harm (Students and Parents)* to understand and comply with their reporting obligations under this Policy.

The School provides the following fact sheets to explain the rights and responsibilities of parents, students, occasional Staff (including volunteers) and visitors under this Policy, published on *My Grammar*:

- Student Protection Fact Sheet – Creating a Safe School Environment – Parents
- Student Protection Fact Sheet – Creating a Safe School Environment – Students
- Student Protection Fact Sheet – Creating a Safe School Environment – Occasional Staff including Volunteers
- Student Protection Fact Sheet – Creating a Safe School Environment – Parents of Boarders
- Student Protection Fact Sheet – Creating a Safe School Environment – Boarding Students
- Student Protection Fact Sheet – Creating a Safe School Environment - Visitors

The School seeks to create an environment where Staff, students and parents are encouraged to, and feel comfortable in, raising concerns and reporting under this Policy, but not a culture of suspicion or one that may invite vexatious complaints.

This Policy was first developed by the School in 2002 and has been and continues to be regularly (at least annually) reviewed and updated in accordance with best practice of the day and to comply with legislation applying in Queensland about the care and protection of students.

While not all legislative mandatory reporting obligations apply to students 18 years and over (and under the *Criminal Code Act 1899* (Qld), do not apply to most students 16 years and over), the School is committed to the protection of all students, and therefore requires Staff, students and parents to internally report all matters that may impact the safety of any student of the School.

The School's Senior Leadership Team and Board of Trustees have approved and endorsed this Policy.

2. Legislation

The following legislation (as amended or replaced from time to time) is relevant to this Policy:

- *Child Protection Act 1999 (Qld)* (**Child Protection Act**)
- *Child Protection Regulation 2023* (Qld) (**Child Protection Regulation**)
- *Child Safe Organisations Act 2024* (Qld) (**Child Safe Organisations Act**), including the Universal Principle, Child Safe Standards and Reportable Conduct Scheme.
- *Child Safe Organisations Regulation 2025* (Qld) (**Child Safe Organisations Regulation**)
- *Crime and Corruption Act 2001* (Qld) (**CCC Act**)
- *Criminal Code Act 1899* (Qld) (**Criminal Code**)
- *Domestic and Family Violence Protection Act 2012* (Qld) (**DFV Protection Act**)
- *Education (Accreditation of Non-State Schools) Act 2017* (Qld) (**Accreditation Act**)
- *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld) (**Accreditation Regulation**)
- *Education (General Provisions) Act 2006* (Qld) (**2006 Education Act**)
- *Education (General Provisions) Regulation 2017* (Qld) (**2017 Education Regulation**)
- *Education (Queensland College of Teachers) Act 2005* (Qld) (**QCT Act**)
- *Working with Children Check Act 2000* (Qld) (**Working with Children Check Act)**
- *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) (**Working with Children Regulation**)

3. Definitions

In this Policy and its Annexures:

"Adult" means a person who is 18 years or older.

"**Board of Trustee**s" means the Board of Trustees of the Brisbane Grammar School established under the *Grammar Schools Act 2016* (Qld).

"**CCC**" means the Crime and Corruption Commission.

"**Child**" means a person under 18 years. For reporting of Sexual Abuse or likely Sexual Abuse a Child also includes a person with a disability who is being provided with special

education at the School. For a Child Sexual Offence, reporting is required where the Child is or was at the relevant time under 16 years or a person with an impairment of the mind.

"Child in need of protection" means a Child who has suffered significant Harm, is suffering significant Harm, or is at unacceptable risk of suffering significant Harm and does not have a parent able and willing to protect the Child from the Harm.

"Child Safe Standards" means the 10 child safe standards the School must implement and comply with under the Child Safe Organisations Act, and are:

(a) Child safety and wellbeing is embedded in the School's organisational leadership, governance and culture;
(b) Children are informed about their rights, participate in decisions affecting them and are taken seriously;
(c) Families and communities are informed and involved in promoting child safety and wellbeing;
(d) Equity is upheld and diverse needs respected in policy and practice;
(e) People working with children are suitable and supported to reflect child safety and wellbeing values in practice;
(f) Processes to respond to complaints and concerns are child-focused;
(g) Staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
(h) Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
(i) Implementation of the child safe standards is regularly reviewed and improved;
(j) Policies and procedures document how the entity is safe for children.

"Child Safety Services" means the Queensland Government agency for child safety services that is responsible for administering the Child Protection Act.

"Child Sexual Offence" means an offence of a sexual nature committed in relation to a Child. This includes, for example, an offence against a provision of chapter 22 or chapter 32 of the Criminal Code, such as indecent treatment of a child, procuring young persons, using internet to procure a child, grooming a child, an offence relating to the making, distribution and possession of child exploitation material, rape or sexual assault.

"Domestic Violence" has the meaning given in the DFV Protection Act, currently, behaviour by a person (the first person) towards another person (the second person) with whom the first person is in a relevant relationship that:

- Is physically or sexually abusive; or
- Is emotionally or psychologically abusive; or
- Is economically abusive; or
- Is threatening; or
- Is coercive; or
- In any other way controls or dominates the second person and causes the second person to fear for the second person's safety or wellbeing or that of someone else.

"Emotional or Psychological Harm" means detriment to the emotional or psychological wellbeing or development of a Child.

"Harm" or **"Harmed"** means any detrimental effect of a significant nature on a student'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.

"Headmaster" means the Headmaster of the School appointed by the Board of Trustees, or in their absence, the delegate of the Headmaster.

"Ill-treatment of a child" means conduct towards a Child that is unreasonable and seriously inappropriate, improper, inhumane or cruel, such as making excessive or degrading demands, or using inappropriate forms of behaviour management.

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

"**Neglect**" of a Child for the purposes of the Reportable Conduct Scheme means a failure to meet the basic needs of the Child that is deliberate or reckless.

"Neglect" for the purposes of the Child Protection Act occurs when a student's basic needs are not met, affecting their health and development. Basic needs include food, housing and clean living conditions, health care, adequate clothing, personal hygiene, and adequate supervision.

A "**parent**" includes a legal guardian.

"**Physical Abuse**" happens when a student has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries It may include hitting, shaking, choking, smothering, throwing, using physical restraints, burning, biting and poisoning.

"**Physical Violence**" means the intentional or reckless application of physical force to a Child without lawful justification or excuse, or an act that intentionally or recklessly causes a Child to anticipate immediate and unlawful violence to the Child, but does not include the application of trivial, negligible or insignificant physical force to a Child.

"Police" means the Queensland Police Service.

"**Psychological or Emotional Abuse**" happens when a student is treated in a way that negatively impacts their social, emotional or intellectual development. It can be caused by rejection, name calling, teasing or bullying, yelling, criticism, isolation or locking a student up for extended periods or exposure to domestic and family violence.

"QCT" means the Queensland College of Teachers.

"QFCC" means Queensland Family and Child Commission.

"**Reportable Allegation**" means an allegation or other information that leads a person to form a reasonable belief that a Worker has committed Reportable Conduct or misconduct that may involve Reportable Conduct.

"**Reportable Conduct**" is defined in **section 1.5** of this Policy.

"**Reportable Conduct Scheme**" means the provisions in Chapter 3 of the Child Safe Organisations Act.

"**Reportable Conviction**" means a conviction for an offence committed by a Worker against a law of a State or the Commonwealth that may involve Reportable Conduct.

"**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.

A **"Respondent"** means a Staff member, other member of the School community (such as a parent or visitor to the School) or student who is the subject of an allegation dealt with under this Policy.

"Safeguarding Students Committee" means the committee established to oversee the School's implementation of and compliance with best practice regarding student safety, in consultation with the Senior Leadership Team. The Safeguarding Students Committee is comprised of a Board of Trustees Safeguarding representative, members of the School's teaching Staff, support Staff, students and parents.

"Senior Leadership Team" means the Headmaster, Senior Deputy Headmaster, Head of Senior School, the Deputy Headmasters, the Head of Middle School, the Secretary to the Board of Trustees and Chief Financial Officer, the Chief Information Officer, the Executive Director - Community Relations, Executive Director People and Culture and the Executive Director - Educational Innovation.

"Sexual Abuse" in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances: the other person bribes, coerces, exploits, threatens or is violent toward the relevant person; the relevant person has less power than the other person; or there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

"Sexual Misconduct" committed in relation to, or in the presence of, a Child means conduct that is sexual in nature, other than conduct that constitutes a Child Sexual Offence.

"**Staff**" or a "**Staff member**" means all employees, and other staff such as consultants, contractors, labour hire workers, and people undertaking work experience or vocational placements, traineeships or volunteers working for the School.

A "**student**" means any person regardless of age who is enrolled as a student at the School.

"**Universal Principle**" means that in implementing and complying with the Child Safe Standards, the School must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons.

"**Worker**" is defined in **section 1.5** of this Policy. A Worker includes a former Worker if, for a Reportable Allegation, the alleged conduct the subject of the allegation was engaged in during the period when the Worker was performing work for BGS, or for a Reportable Conviction, the Worker was convicted during a period when the Worker was performing work for BGS. A Worker includes someone under 18 years of age if they are performing work for the School.

STATEMENT OF COMMITMENT
The School is committed to the safety and wellbeing of all students in the School's care and protecting them from Harm. The School's staff will treat all students with respect and understanding.

In order to support this commitment, the School is dedicated to educating Staff, students and parents and ensuring accurate implementation and regular review of its policies, procedures and guidelines which have been put into place to effectively address risks to student safety and to establish a safeguarding culture and practices.

4. Roles, Responsibilities, Principles, Practices and Guidelines relating to Harm, Sexual Abuse (and likely Sexual Abuse), Child Sexual Offences, Reportable Allegations, Reportable Convictions and Inappropriate Behaviour

4.1. Summary of Roles and Responsibilities under this Policy

Role	Responsibilities
Board of Trustees	• Promote the School's commitment to this Policy and its expectations • Approve and endorse this Policy • Support Policy implementation, review and improvement, including appropriate resource allocation • Receive and manage reports as required under this Policy • Consult with the Headmaster about confidentiality issues under this Policy • Consult with and receive reports from the Headmaster about matters dealt with under this Policy and follow up those matters as required • Understand and comply with this Policy • Participate in training in relation to this Policy • To nominate a Trustee to the Safeguarding Children Committee • *Chair of the Board of Trustees*: Comply with the reporting, investigation and other requirements of the Reportable Conduct Scheme in accordance with Annexure D to this Policy, where the matter involves the Headmaster or their delegate
Senior Leadership Team (including the Headmaster)	• Advocate and promote student rights, empowering and engaging students in support of this Policy • Ensure the development and implementation of required internal policy/ procedures and guidelines are in place to support safeguarding children and young people practices in accordance with law and the expectations of this Policy • Promote the School's commitment to this Policy and its expectations • Approve and endorse this Policy • Support Policy implementation, review and improvement, including appropriate resource allocation • Assist Staff members who are unsure whether a matter should be reported under this Policy

Role	Responsibilities
	• Receive and manage reports as required under this Policy • Report to the Board of Trustees as required under this Policy • Understand and comply with this Policy • Participate in training in relation to this Policy • Ensure appropriate supports, such as counselling and formal debriefing, are provided for any Staff and historical and current members of the Board of Trustees involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person • Proactively share resources and experience in the development of student safe initiatives as they are identified • Develop opportunities for regular discussion and review at all levels to support a culture of continuous improvement and accountability of keeping students safe from abuse and Neglect
Headmaster (additional responsibilities)	• Consult with Board of Trustees about confidentiality issues under this Policy • Consult with and report to the Board of Trustees about matters dealt with under this Policy and follow up those matters as required • Fully support Staff with any decision to initiate action to protect a student from abuse and Neglect • Ensure Staff have access to and understand this Policy and related procedures • Ensure all managers/supervisors have access to support, advice and resources to understand and implement this Policy and related procedures • Responsible for notifying the QFCC of Reportable Allegations and Reportable Convictions and complying with the reporting, investigation and other requirements of the Reportable Conduct Scheme in accordance with Annexure D to this Policy • Establish CIRT Team in response to Moderate and Critical Incidents
Safeguarding Students Committee	• Provide leadership to and champion the implementation of the Australian Childhood Foundation Safeguarding Children Program • Oversee and guide the review and consistent and effective implementation of the policies, procedures and practices that contribute to the protection of students (including children and young people) at the School • Assist with appropriate implementation of the Safeguarding Student initiatives, and any endorsed recommendations • Consult with the Senior Leadership Team in respect of the above responsibilities
Staff / Workers	• Promote the School's commitment to this Policy and its expectations • Understand and comply with this Policy

Role	Responsibilities
	• Support Policy implementation, review and improvement • Participate in training in relation to this Policy
Parents	• Understand and comply with this Policy • Participate in education offered by the School in relation to this Policy
Students	• Understand and comply with this Policy • Participate in education offered by the School in relation to this Policy
Visitors	• Understand and comply with this Policy

4.2. Principles and Practices

BGS will uphold the following principles and practices under this Policy:

- BGS will not tolerate any conduct which exposes students to Harm and is committed to the rights of children and young people to feel safe and be safe when participating in the School's activities.
- Protecting students from Harm and the risk of Harm including Sexual Abuse, Child Sexual Offences, Reportable Allegations, Reportable Convictions and/or Inappropriate Behaviour is fundamental to maximising their personal and academic potential.
- All Staff have a critical role to play in the prevention of Harm to any student, not just in the detection of it and response.
- BGS recognises that students who are subjected to Harm will usually be detrimentally affected by it.
- At BGS, the welfare and best interests of the student will always be a primary consideration, which must override any natural tendencies in the workplace to protect colleagues or others from adverse circumstances.
- All Staff must ensure that their behaviour towards and relationship with students reflect the highest standards of care for students and is not unlawful. In particular, Staff must not under any circumstances engage in Physical or Emotional Abuse or engage in sexual conduct of any nature with a student of the School. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or caregivers. The age of the student is also irrelevant.
- Failure of Staff to behave in an appropriate manner toward students may result in criminal or civil proceedings and/or disciplinary action, including dismissal.
- BGS will respond promptly and appropriately to a report of reasonably suspected or actual Harm, or risk of Harm to a student, a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour.
- BGS seeks to create an environment where raising concerns is an ordinary professional responsibility and reprisals against or victimisation of Staff members or others making a report under this Policy will not be tolerated.
- BGS will act fairly and reasonably towards both the student who has been or is suspected of having been Harmed or at risk of Harm, or the subject of a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour, and a Respondent.
- BGS will provide appropriate support to both the student who has been or is suspected of having been Harmed or at risk of Harm, or the subject of a Child Sexual Offence Reportable Allegation, Reportable Conviction

and/or Inappropriate Behaviour, and their parents, and a Respondent. The School will also provide appropriate support to any other Staff and students and parents involved.

- Staff members, students or parents who become aware of or reasonably suspect that a student is being Harmed or is at risk of Harm, or the subject of a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour, must report it in accordance with the School's reporting procedures. The School will ensure the processes for reporting under this Policy are simple and easily accessible.
- BGS will not permit a person to work in a position in which the School reasonably believes there would be an unacceptable risk of Harm to a student.
- BGS will cooperate with external authorities as appropriate, including the Police, CCC, QCT, the QFCC and Child Safety Services, to address allegations of Harm, the commission of Child Sexual Offences, Reportable Allegations, Reportable Convictions and/or Inappropriate Behaviour.
- BGS promotes and respects the rights of its students to be heard, protected and supported, and the rights of students and their families to have their concerns resolved.
- BGS is committed to equity and diversity and respects and promotes the rights of students to participate in decision making, noting the particular needs of students who are Aboriginal or Torres Strait Islander, have a disability, are from culturally or linguistically diverse backgrounds, identify as LGBTQI+, or are unable to live at home.
- BGS is committed to creating culturally safe environments for all Aboriginal or Torres Strait Islander students and their families where Aboriginal or Torres Strait Islander culture is celebrated and Aboriginal or Torres Strait Islander children and young people, families and community members are welcomed and included.

4.3. Procedural fairness

The following principles will govern the application of this Policy:

- That those making a decision are not biased.
- That any Staff members against whom allegations are made are informed of the allegations and that no adverse action is taken against them as a Respondent unless they are given prior notice of the allegations against them and they have a fair opportunity to respond. However, the School has discretion to suspend a subject Staff member from their duties, on full pay if the role is paid.

4.4. Confidentiality and record keeping

Each person who has access to information covered by this Policy must observe appropriate confidentiality. BGS is unable to guarantee absolute confidentiality since applicable legislation and its policies will require the disclosure (internally and externally) of certain details involved in responding to complaints. External authorities such as the Police, CCC, QCT, QFCC and Child Safety Services can compel a person to provide information and give evidence about actions taken under this Policy and to produce documents.

The School may provide information to Staff, students and parents about matters dealt with under this Policy. The extent of any such disclosure will be

determined on a case by case basis by the Headmaster, in consultation with the Board of Trustees and after taking legal or other expert advice if necessary. Where the Police, QCT, CCC, QFCC or Child Safety Services are involved, the School will engage with them to ascertain the limits of information that the School is permitted to disseminate.

The identity of a person who makes a report may be legally protected under legislation such as the Child Protection Act. The School must not disclose identifying information about the notifier unless required or permitted by law.

BGS will keep a permanent confidential record of all matters raised and dealt with under this Policy, including in individual student files, Staff files and centrally, as appropriate. The *Privacy Policy and Standard Information Collection Notice* sets out how the School manages personal information provided to or collected by it that is covered by the *Privacy Act 1988* (Cth).

The Headmaster, or member of the Board of Trustees if applicable, will:

- Report on matters dealt with under this Policy to the Board of Trustees; and
- Take appropriate steps to follow up matters dealt with under this Policy (for example, if a warning is given to a Staff member, to make enquiries about whether the behaviour in question has in fact ceased).

4.5. Crime and Corruption Commission

It may be necessary for BGS to notify and advise the CCC of matters dealt with under this Policy in accordance with the requirements of the CCC Act. The obligation to do so will be assessed by the School on a case by case basis.

4.6. Defamation

A person acting reasonably and honestly providing information to a person who needs to know that information (such as a Staff member, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, Head of Middle School, the Headmaster, a member of the Board of Trustees or a Police officer) is generally excused from liability for defamation.

4.7. Retaliation

No person may retaliate or take any adverse action against a person, acting reasonably and honestly, who provides information to a person who needs to know that information (such as a staff member, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, Head of Middle School, the Headmaster, a member of the Board of Trustees or a Police officer).

4.8. Promptness

All steps under this Policy must be carried out in accordance with any relevant timeframes specified by legislation or otherwise as promptly as reasonably practicable in the circumstances.

4.9. Preventing Harm

In order to reduce the risk of any Harm occurring, the Headmaster, Senior Deputy Headmaster, Head of Senior School, and the Head of Middle School

will implement the *Student Safeguarding and Risk Management Strategy* (**Annexure C** to this Policy) and the *Recruitment and Selection Policy*.

4.10. Professional Behaviour

The professional standards required of Staff are set out in detail in the *Code of Conduct (Staff)*.

The School also provides a *Behaviour Development Policy (Teachers)* and a *Behaviour Development Policy (Students and Parents)*.

4.11. Support

The School will provide support for both a student who has been or is suspected of having been Harmed or at risk of Harm, or the subject of a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour, the student's parents, and the Respondent, through professional counselling (either internal or external), even if the allegations have not yet been proven or disproven.

4.12. Interviews and investigations

If a report is made under this Policy and a Staff member is to interview a student involved, then two representatives of the School will be present at the interview, and the student will be supported by a parent or School counsellor as appropriate and practicable in the circumstances of the case.

4.13. Other notifications

If a Respondent is a registered teacher, the School will give notification of any matter dealt with under this Policy to the QCT, if and when required to do so under the QCT Act or other applicable legislation. The School will also comply with all reporting and notification requirements to:

- Blue Card Services arising under the Working with Children Check Act; and/or
- the QFCC arising under the Reportable Conduct Scheme of the Child Safe Organisation Act.

4.14. Police Action

Once a matter has been reported to external authorities, the School is not required to await the outcome of any Police action against the Respondent before taking any internal disciplinary action against the Respondent. The appropriate action is a matter to be determined by the Headmaster on a case by case basis, in consultation with the Board of Trustees and after taking legal or other expert advice if necessary.

4.15. Insurer

The School will keep its insurer informed about circumstances which may give rise to a claim under the School's insurance policies.

4.16. Implementation of this Policy

The Headmaster, Senior Deputy Headmaster, Head of Senior School, and Head of Middle School will inform members of the School community about this Policy in accordance with the *Student Safeguarding and Risk Management Strategy* (**Annexure C** to this Policy), including that:

- The Policy is provided to each new Staff member on induction;
- Staff are notified of any changes to the Policy;

- Reference to the Policy is made in Staff meetings at least twice each year;
- At least once each year the Policy is discussed in School Assemblies and weekly Newsletters;
- The Policy is included annually in the student wellbeing curriculum for students; and
- The Policy is published on the School's website and intranet and a hard copy of this Policy is readily available from the School's Administration.

The Headmaster, Senior Deputy Headmaster, Head of Senior School, and Head of Middle School should take steps to confirm that:

- The School is implementing the processes under this Policy;
- The School publishes fact sheets explaining the Policy to occasional staff (including volunteers), parents, students, visitors and with respect to boarding;
- The School publishes procedures for Staff and Workers and for students and parents regarding reporting processes under this Policy;
- Parents receive induction and other information to assist their understanding of the Policy;
- Staff receive induction and annual refresher training, utilising external expertise where needed, in relation to student protection, including implementing the processes under this Policy; and
- The Safeguarding Students Committee is established and appropriately resourced and supported in performing its functions.

4.17. Review of this Policy

This Policy is to be reviewed at least annually or more frequently if required to respond to legislative or other changes.

4.18. Complaints

Any concerns in respect of non-compliance with the School's processes set out in this Policy should be dealt with under the *Complaints Policy (Staff)* or *Complaints Policy (Parents and Students)*.

5. Bullying, Discrimination & Sexual Harassment

The School has a responsibility to take reasonable steps to promote a learning environment free from bullying, discrimination and sexual harassment.

To this end, BGS has the following policies:

- *Bullying Policy*;
- *Inclusive Education Policy for Students with Disabilities*;
- *Work Health and Safety Policy*;
- *Anti-Discrimination Policy*; and
- *Sexual Harassment Policy*.

BGS recognises that bullying, discrimination and sexual harassment will generally cause Harm to a student. If Harm is reasonably suspected, it must be managed and reported under this Policy and its related procedures.

Likewise, if Sexual Abuse or likely Sexual Abuse is reasonably suspected, there are reasonable grounds for believing that a Child Sexual Offence is being or has been

committed, and/or there is a Reportable Allegation or Reportable Conviction, these must be managed and reported under this Policy and its related procedures.

The School recognises that it has statutory work health and safety duties to Staff and others to eliminate or minimise so far as is reasonably practicable psychosocial risks including the risk of sexual harassment or sex or gender-based harassment. The School meets these duties by reference to the *Work Health and Safety Act 2011* (Qld); the *Work Health and Safety Regulation 2011* (Qld); *Managing the risk of psychosocial hazards at work Code of Practice 2022*. The School has and implements a psychosocial risk assessment and a Sexual Harassment Prevention Plan.

6. Indicators of Harm including Sexual Abuse

It is often the case that students are Harmed by someone they know and trust – a parent, sibling, other relative, family friend, care provider or person involved in community. Staff members and parents should be aware of the possible physical, emotional and behavioural indicators of risk of student Harm, and actual Harm. The indicators are more significant if they are severe or consistent over time. It is important that Staff and parents understand signs of potential abuse or Neglect.

6.1. Indicators of Harm

Physical Abuse and/or excessive punishment

- Student presents with bruises, burns or fractures at a frequency which is inconsistent with normal activity;
- Student offers explanations for an injury which appear inconsistent with that injury;
- Student or another person advises that they have been subjected to or threatened with physical Harm;
- Reluctance/refusal of student to participate in swimming or other activities where getting changed or wearing more revealing clothes may show signs of Harm; and
- Excessive absenteeism.

Psychological or Emotional Abuse and/or deprivation

- Poor peer relationships/withdrawn/anxious;
- Inclined to seek adult company and/or students who are older or younger;
- Regularly avoiding going home;
- Learning difficulties, including poor concentration;
- Attention-seeking behaviour such as stealing, lying, running away, or repeatedly disrupting classes;
- Social withdrawal including disengagement from School and School activities;
- Declining or underperformance in educational outcomes; and
- Engaging in risk taking behaviour.

Neglect and/or inadequate supervision and/or care

- Student appears underweight for age and body type;
- Inadequate clothing;
- Poor personal grooming;
- Asking other students for food or money or not bringing food for lunches and breaks;
- Excessive absences and/or high frequency of illness/infection; and

- Student often arrives early and/or leaves late.

Sexual Abuse

- Bruises, bite marks or other injuries to breasts, buttocks, arms, lower abdomen or thighs;
- Bruises, scratches or other injuries not consistent with accidental injury;
- Difficulty walking or sitting;
- Persistent headaches or recurrent abdominal pain;
- Unexplained pain in genital area;
- Torn, stained or bloodied underwear;
- Itching, soreness, discharge or unexplained bleeding;
- Painful and recurrent urination;
- Recurrent urinary tract infections;
- Signs of sexually transmitted diseases; and
- Other indicators of Harm as listed above.

Grooming

To aid prevention of Sexual Abuse, and because indicators of Harm will not always be present or observable, it is also important for Staff and parents to be aware of, and recognise, the types of behaviours that can be used in the process of grooming.

"Grooming" is a course of conduct by which a person forms relationships and builds trust with parents, carers, teachers and other students in order to get close to a student and create opportunities for that person to perpetrate Sexual Abuse of a student. Its function is to secure compliance of the student and to avoid detection and punishment. Sexual Abuse can be, but is not always, preceded by grooming.

Grooming may occur over a lengthy period. A person may also "groom" the student's carers or others who might otherwise protect them from the abuse. This occurs so that the student and their carers will trust the offender and not suspect any intended wrongdoing. The establishment of a relationship of trust is often very confusing and damaging to the student, who may not even immediately recognise what is done to them is Sexual Abuse, or Inappropriate Behaviour.

Recognition of the grooming process that is used as a preparation for the Sexual Abuse of a student is an indicator of likely Sexual Abuse. Grooming behaviour may not be recognised when observed as a one-off event, but a pattern of grooming of the intended victim and/or the intended victim's carers can be recognised. Grooming may tend to develop in intensity over time. It will also tend to include elements of secrecy and concealment and be more likely to occur in places where the abuser is familiar and where the risk of detection is low.

It is important to be aware of the types of behaviours that can be used in the process of grooming a child or young person, while remembering that some of the behaviours might equally reflect normal interactions based on genuine motives of care and concern. This is the reason that for Staff members the observance of clear professional boundaries and transparency in the acknowledgment of potential conflicts of interest is a vital part of the protection of students and of the Staff members themselves. This is

particularly important in school settings where a Staff member's role entails close and sometimes extended physical, emotional and/or psychological involvement with students (e.g. coaching, instruction, counselling and pastoral care).

Some examples of grooming types of behaviour could include, but is not limited to:

- Befriending a vulnerable student;
- Giving a student special attention;
- Treating the student more favourably than others, for example with school work or in co-curricular activities;
- Giving gifts to or doing favours for the student;
- Sharing secrets with the student;
- Arranging opportunities to be alone with the student;
- Sending email, SMS or other messages of a personal nature to the student;
- Making personal comments to the student about sexuality or relationships;
- Directing suggestive jokes, remarks or actions towards the student;
- Acting as a substitute parent or confidant of the student;
- Befriending the student's family and visiting the family home;
- Offering to babysit or provide transport;
- Offering individual coaching or special help to the student; and
- Cultivating the trust and confidence of the student's parents.

There are no precise rules to determine what behaviour is of concern. Some behaviour may be ambiguous taking account of the people involved and the context. If in doubt, Staff and parents are strongly encouraged to discuss any issues or concerns with a Head of Year, Student Counsellor or member of the School's Senior Leadership Team.

Everyone should feel free to raise even minor matters, which will assist in small pieces of information being "built up" over time and acted upon where necessary. The School does not wish for anyone to be left on their own in judging whether, and how to, voice concerns.

As well as educating its Staff, the School will disseminate information about "grooming" and its potential role in Sexual Abuse to parents and seek to engage them in a collective effort to prevent any abuse occurring. If grooming can be detected at an early stage, the behaviour can be stopped before any Harm is done.

In 2020, a new indictable grooming offence was introduced into the Criminal Code for conduct of an adult attempting to facilitate or expose a Child under 16 years (or parent of a Child under 16 years) to a sexual act.

7. Processes for Reporting Harm including Sexual Abuse (including likely Sexual Abuse), Reportable Allegations, Reportable Convictions and Inappropriate Behaviour

Staff are required to report to the School **any** concerns about the safety of our students, including concerns about behaviour of Staff within our School or of other persons.

Staff must act on concerns promptly. Specifically, the following steps should be taken:

1. If a student is at imminent risk of harm or in immediate danger, staff are required to report the situation directly to Police on 000;
2. Staff (including the Headmaster) are required to provide a written report about any reasonably suspected Sexual Abuse or likely Sexual Abuse immediately to the Headmaster or to a member of the Board of Trustees; and
3. All other reports should also be made immediately, or if that is not possible, by no later than the end of the working day.

Staff must refer to and follow the *Student Protection Procedures for Reporting Harm (Staff and Workers)* to understand and comply with their reporting obligations under this Policy.

An Incident Report Form, for use by staff when reporting Harm, Sexual Abuse (including likely Sexual Abuse), Child Sexual Offences, Reportable Allegations, Reportable Convictions and/or Inappropriate Behaviour, is set out in **Annexure A**.

An External Report of Suspected Harm, Sexual Abuse (including likely Sexual Abuse), Child Sexual Offences, Reportable Allegations and/or Reportable Convictions is set out in **Annexure B**. The Child Safety Services online portal may alternatively be used for Reportable Suspicions. An online notification form published by the QFCC may alternatively be used for Reportable Allegations or Reportable Convictions.

Parents and students should refer to and follow the *Student Protection Procedures for Reporting Harm (Students and Parents)* to understand and comply with their reporting obligations under this Policy.

The procedures include processes for:

7.1. Reporting of Harm

Students, parents and Staff members to report Harm, and for Staff members, including the Headmaster (and where appropriate, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School or Head of Middle School) to manage reports of Harm (including Reportable Suspicions of teachers and registered nurses).

A Reportable Suspicion of a teacher or registered nurse must be notified directly to Child Safety Services or to the Headmaster, Head of Senior School or Head of Middle School. If a Reportable Suspicion is notified to the Headmaster, Head of Senior School or Head of Middle School, the Headmaster, Head of Senior School or Head of Middle School will:

- Notify the Staff member that the Staff member's report will immediately be provided to Child Safety Services, after which time the Staff member will immediately be provided written confirmation from the Headmaster, Head of Senior School or Head of Middle School that their report has been given to Child Safety Services; and
- If the Staff member does not receive the above information from the Headmaster, Head of Senior School or Head of Middle School within 24 hours, the Staff member should as soon as possible provide their report directly to Child Safety Services.

The report must include the following information (section 13G of the Child Protection Act and section 4 of the Child Protection Regulation):

- The basis on which the person has formed the reportable suspicion;
- The Child's name, age and sex descriptor;
- Details of how to contact the Child;
  Examples of how to contact a Child—
  - the address at which the Child usually lives
  - the name and address of the school the Child attends
- Details of the Harm to which the Reportable Suspicion relates;
- 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
- Particulars of the identity of any other person who may be able to give information about the Harm to which the Reportable Suspicion relates.

7.2. Reporting of Sexual Abuse and likely Sexual Abuse

Staff members (including the Headmaster) who become aware, or reasonably suspect in the course of the Staff member's employment at the School that a student who is under 18 or a person with a disability who is being provided with special education at the School has been, or is likely to be, subject to Sexual Abuse by a person (irrespective of whether that person is School Staff) to immediately report this in writing to the Headmaster or a member of the Board of Trustees .

The Staff member's report must include the following particulars (sections 68 and 69 of the 2017 Education Regulation):

- The name of the person giving the report (the ***first person***);
- The student's name and sex;
- In the case of Sexual Abuse, details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- In the case of likely Sexual Abuse, details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- In the case of Sexual Abuse, details of the abuse or suspected abuse; and
- Any of the following information of which the first person is aware—
  - The student's age;
  - The identity of the person who has sexually abused, or is suspected to have sexually abused or to be likely to sexually abuse, the student;
  - The identity of anyone else who may have information about the abuse or suspected abuse, suspected likelihood of abuse.

The Headmaster or a member of the Board of Trustees must immediately report Sexual Abuse or likely Sexual Abuse of a student who is under 18 or a person with a disability who is being provided with special education at the School to Police, by giving a copy of the Staff member's (or Headmaster's) original report to Police.

The Headmaster must also immediately give a copy of the Headmaster's report to a member of the Board of Trustees.

7.3. Reporting Child Sexual Offences

Adults (whether they are Staff members, parents or students) to report information that causes them to believe, on reasonable grounds (or that ought reasonably cause them to believe) that a Child Sexual Offence is being or has been committed against a Child to the Police or to the Headmaster.

If a report of a Child Sexual Offence is notified to the Headmaster, the Headmaster will:

- Notify the reporter that their report will immediately be provided to Police, after which time the reporter will immediately be provided written confirmation from the Headmaster that their report has been given to Police; and
- If the reporter does not receive the above information from the Headmaster within 24 hours, the reporter should as soon as possible provide their report directly to Police.

7.4. Reporting of Inappropriate Behaviour

Students, parents and Staff members to report Inappropriate Behaviour by a Staff member and for Heads of Year, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, Head of Middle School or the Headmaster to manage reports of Inappropriate Behaviour by a Staff member.

7.5. Reportable Allegations and Reportable Convictions

Any person, including a Worker, may notify the QFCC of a Reportable Allegation or Reportable Conviction about a person at any time.

If a Worker becomes aware of a Reportable Allegation or Reportable Conviction they must, as soon as practicable:

(a) report the matter to the Headmaster (who will in turn make an initial report to the QFCC within 3 business days); or
(b) if the matter relates to the Headmaster (or their delegate)—report the matter to the QFCC. The Worker should also notify the Chair of the Board of Trustee of their report to the QFCC.

(A report is not required if a Worker reasonably believes the matter has already been reported to the QFCC by another person.)

The Headmaster must report to the QFCC and investigate Reportable Allegations and Reportable Convictions in accordance with the reporting, investigation and other requirements of the Reportable Conduct Scheme and this Policy. The Headmaster may delegate these functions to an appropriately qualified person.

Any Reportable Allegations that may involve criminal conduct must be reported by the Headmaster as soon as practicable to the Police.

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 this Policy – *Requirements of the Reportable Conduct Scheme.*

Financial penalties apply if the School fails to notify the QFCC. A notification is required whether or not there is proof of the allegations.

Failure by any Staff member to comply with their reporting obligations constitutes serious misconduct and will lead to disciplinary action by the School, which may include dismissal. A Staff member may also be subject to other legal consequences if the Staff member has breached their legislative reporting obligations.

The role of the Staff member is not an investigative one. Staff members must not undertake investigations beyond satisfying themselves that they have reasonable grounds to suspect that a student has been Harmed, or is at risk of Harm, or Inappropriate Behaviour (or that they have reasonable grounds for believing that a Child Sexual Offence is being or has been committed, or they have a reasonable belief with respect to a Reportable Allegation or a Reportable Conviction). A Staff member is not obliged to obtain proof, establish the cause of the Harm or risk of Harm, Child Sexual Offence or Inappropriate Behaviour, or Reportable Allegation or Reportable Conviction, or assess its severity. Staff members are encouraged to speak with a member of the School's Senior Leadership Team if unsure whether a matter should be reported under this Policy, who will assist them. Staff should be aware of indicators of Harm and understand what is grooming behaviour, as set out in this Policy.

Once a report has been made in accordance with the School's *Student Protection Procedures for Reporting Harm (Staff and Workers)*, the Staff member is not required to take further action, beyond continuing to exercise a duty of care and cooperating with any further action or investigation that is conducted under the Headmaster's direction or by external authorities.

The following guidelines are to assist the Senior Leadership Team in any cases involving Harm or reasonably suspected or likely Harm of a student, the commission of a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour:

1. Record details of the allegations. Be careful not to lead or taint the evidence of the student who has been or is suspected of having been Harmed or at risk of Harm, or the subject of a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour, the complainant (if the complainant is not the student) or the Respondent.
2. Refer to the School's reporting procedures and determine whether and when the allegations should be reported internally and/or to external authorities. If so, report them with any relevant timeframes specified by legislation or otherwise as promptly as reasonably practicable in the circumstances.
3. Consult with the Board of Trustees and take legal or other expert advice about managing a report of Harm, a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour, as and when necessary.
4. If the Respondent is a Staff member and there is a risk to health and safety, suspend the Respondent from their duties, on full pay if the Respondent's role is paid. In extreme and unequivocal cases, the Respondent may be dismissed summarily.
5. If the Respondent is a Staff member, allegations may be internally and/or externally investigated.
6. If the Respondent is a Staff member, provide details of the allegations in writing to the Respondent and request a written response. This may occur as part of an investigation process and/or as part of a disciplinary process.

7. Inform the student's parents unless directed otherwise by an external authority or if circumstances suggest it would not be in the student's best interests to do so.
8. Inform the Board of Trustees.
9. Attend to public relations.
10. Keep the student, their parents and the Respondent informed as appropriate as the matter proceeds.

7.6. Protections

Relevant legislation provides for protections from liability for persons who, acting honestly and reasonably (or, for Criminal Code disclosures, in good faith), notify or give information about suspected Harm to a student to Child Safety Services or the Police. Child protection legislation also states that merely because the person gives the notification, the person cannot be held to have breached any code of professional etiquette or ethics or departed from accepted standards of professional conduct.

Child Safety Services operates under strict laws of confidentiality. This means Child Safety Services does not divulge:

- The identity of the person reporting the matter, except to others requiring the information to perform duties under the Child Protection Act; nor
- Information about an investigation to the person reporting the matter.

The Child Safe Organisations Act also provides protections from liability for giving information for persons acting in good faith and without negligence.

7.7. Support for the Student and Parents

The School has a responsibility to offer a supportive environment for all students. The following are suggested as ways to support a student who has been Harmed or is at risk of Harm, or the subject of a Child Sexual Offence, Reportable Allegation, Reportable Conviction and/or Inappropriate Behaviour, and may be in need of protection:

- Treat the student with respect and dignity;
- Be sensitive to the student's needs, feelings and concerns;
- Refer the student to the Student Counsellor;
- Monitor the situation;
- Maintain confidentially as far as is practicable; and
- Immediately notify the Headmaster, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, or Head of Middle School if, after the initial report, any further incidents of Harm are evident or reasonably suspected.

Appropriate support will also be provided to the student's parents. Parents will be advised of confidential external agencies which may be able to assist them, such as "Parentline" (1300 30 1300).

7.8. Educating Students

The School provides education on student protection matters to all students as part of its student wellbeing curriculum. The School's Student Wellbeing Team takes an active role in the wellbeing of all students, including providing professional counselling. Students will also be advised of confidential external agencies which may be able to assist them in processing any concerns they may have and steps to report them, such as "Kids Helpline" (1800 55 1800).

7.9. Mandatory reporting obligations (teacher and registered nurse for a Reportable Suspicion, all Staff for Sexual Abuse (or likely Sexual Abuse), all persons for Reportable Allegations and Reportable Convictions and all Adults for Child Sexual Offences)

There are mandatory reporting obligations under legislation including the Child Protection Act, 2006 Education Act, Child Safe Organisations Act and Criminal Code. These are included as relevant in the *Student Protection Procedures for Reporting Harm (Staff and Workers)* and the *Student Protection Procedures for Reporting Harm (Students and Parents)*.

Child Protection Act reporting requirements (teachers and registered nurses)

Under Chapter 2, Part 1AA, Division 2 of the Child Protection Act and section 4 of the Child Protection Regulation, teachers and registered nurses[1] (which may include School Nurses) have a mandatory obligation to give a written report to Child Safety Services if the teacher or registered nurse forms a Reportable Suspicion in relation to a Child.

A "reportable suspicion" is a reasonable suspicion that a Child:[2]

- Has suffered, is suffering or is at unacceptable risk of suffering, significant Harm caused by Physical Abuse or Sexual Abuse; and
- May not have a parent able and willing to protect the Child from Harm.

There are specific requirements regarding the circumstances in which a report must be provided, to whom and the form of the report. See **section 7.1** of this Policy.

A teacher or registered nurse may confer with a colleague (such as the Headmaster, Head of Senior School or Head of Middle School) and share information for particular purposes, including for the purposes of forming a Reportable Suspicion, making a report and keeping a record of it, and for the Headmaster, Head of Senior School or Head of Middle School to take appropriate action to deal with the suspected Harm or risk of Harm to the Child.[3]

A teacher or registered nurse is **not** required to give a report about a matter if giving the report might tend to incriminate the teacher or registered nurse or they know or reasonably suppose that Child Safety Services is aware of the matter.[4] If a teacher or registered nurse forms a Reportable Suspicion and does not know or cannot reasonably suppose that Child Safety Services is aware of the matter, then the teacher or registered nurse must follow the *Student Protection Procedures for Reporting Harm (Staff and Workers)*.

[1] A registered nurse is a person registered under the *Health Practitioner Regulation National Law Act 2009* (Qld) to practise in the nursing profession as a nurse, other than as a student, and in the registered nurses division of that profession.
[2] Section 13E(2) of the Child Protection Act.
[3] Section 13H of the Child Protection Act.
[4] Section 13G of the Child Protection Act.

2006 Education Act reporting requirements (all staff)

Sections 366 and 366A of the 2006 Education Act and sections 68 and 69 of the 2017 Education Regulation also provide for mandatory reporting by Staff (including the Headmaster) of actual, reasonably suspected or likely Sexual Abuse of a student who is under 18 or a person with a disability who is being provided with special education at the School. There are specific requirements regarding the circumstances in which a report must be provided, to whom and the form of the report. See **section 7.2** of this Policy.

Reportable Conduct Scheme under the Child Safe Organisation Act 2024 (all persons)

The main purposes of the Child Safe Organisations Act 2024 are to:

- Protect Queensland children from harm; and
- Promote the safety, wellbeing and best interests of children.

The Act achieves three main outcomes. It:

1. Establishes that all Queensland 'child safe entities' are required to implement and comply with 10 Child Safe Standards and provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (known in the Act as the **Universal Principle**);
2. Establishes a Reportable Conduct Scheme for the oversight of reporting and investigations into allegations or convictions of child abuse or child-related misconduct made about the entities' Workers;
3. Establishes the QFCC as the independent oversight body responsible for administration of the Child Safe Standards and Reportable Conduct Scheme.

Criminal Code reporting requirements (all Adults)

In addition to the reporting requirements in the Child Protection Act, 2006 Education Act and Child Safe Organisations Act, section 229BC of the Criminal Code requires mandatory reporting by all Adults of information relating to Child Sexual Offences. To avoid doubt, the mandatory reporting obligations under the Criminal Code apply to all Adults, whether they are a Staff member, parent or a student over the age of 18.

There are specific requirements regarding the circumstances in which a report must be provided, to whom and the form of the report. See the *Student Protection Procedures for Reporting Harm (Staff and Workers)* and *Student Protection Procedures for Reporting Harm (Students and Parents)*.

If, without reasonable excuse, an Adult fails to disclose the information to a police officer as soon as reasonably practicable after a belief is, or ought reasonably to have been, formed that a Child Sexual Offence is being or has been committed against a Child by another Adult, the Adult commits a misdemeanour.[5] An Adult has a reasonable excuse if the Adult believes on reasonable grounds that the information has already been disclosed to a police officer.[6]

[5] Sections 229BC(1) and (2) of the Criminal Code.
[6] Section 229BC(4) of the Criminal Code.

There may be cases where information is not reportable under the Child Protection Act, 2006 Education Act and/or Child Safe Organisations Act but must be reported under the Criminal Code. If in doubt, always assume that the matter is reportable.

Important note: Under section 229BB of the Criminal Code, Adults who are "accountable persons" (including, but not limited to, members of the Board of Trustees, Staff and volunteers) will commit an offence if:

- 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 who is under the care, supervision or control of the School;
- The alleged offender is associated with the School (or another institution) or is a regulated volunteer;
- The Child is either under 16 years or a person with an impairment of the mind;
- The Adult has the power or responsibility to reduce or remove the risk; and
- The Adult wilfully or negligently fails to reduce or remove the risk.

Other reporting requirements

The other reporting obligations included in the *Student Protection Procedures for Reporting Harm (Staff and Workers)* are for reporting of Harm or suspected Harm from within and outside the School and reporting of Inappropriate Behaviour of a Staff member.[7]

8. Deliberate Self-Harm by Students

During their schooling, some students may be at risk of harming themselves. This harm may occur with or without suicidal intent; or may be symptomatic of, or associated with, a medical condition.

8.1. Self-harm with Suicidal Intent

Youth suicide rates in Australia are high. Common risk factors include:

- Previous attempts at suicide (most powerful risk predictor);
- Depression;
- Drugs and/or alcohol abuse;
- Conduct disorder;
- Disruptive and unsupportive family background;
- Relationship conflicts;
- Poor coping skills;
- Psychiatric illnesses;
- Ready availability of lethal means to commit suicide; and
- Copy-cat behaviour after an incident of self-harm by another person.

Other risk factors include:

- Recent bereavement;
- Chronic physical illness;
- Anniversary phenomenon (of past losses or major life events);
- Early loss experiences;
- Academic failure; and

[7] Section 16 of the Accreditation Regulation.

- Perfectionism and overachievement as a result of students having high expectations of themselves.

8.2. Self-harm Without Suicidal Intent

Not all cases of self-harm involve suicidal intent. Students may engage in a variety of high risk behaviours, such as: alcohol/substance abuse; drug-taking; unsafe promiscuity; or cutting/burning oneself.

The School provides educational programs to assist students to make appropriate choices in relation to drug and alcohol use and sexual activity. Refer to the *Drugs Policy* and *Explicit Sexual Material Policy*.

8.3. Reporting Student Self-harm

A risk of self-harm or actual self-harm by a student must be taken seriously and reported and managed in accordance with this Policy.

In the case of an acutely distressed student, the immediate safety of the student is paramount. Staff members must (in the following order and priority):

- Ensure the immediate safety of the student;
- Arrange for an Adult to be with the student at all times;
- Consider whether any other student requires support; and
- Report the Harm or reasonably suspected Harm in accordance with this Policy.

While it is important to provide support to a student, Staff members must be careful not to substitute support for professional help.

Following a report from a Staff member, the Director of Counselling and Academic Services or a Student Counsellor or other appropriate professional will meet with the distressed student on the day of the report to conduct an initial assessment and determine an appropriate course of action.

In cases of serious concern, the Director of Counselling and Academic Services or the Student Counsellor under the direction of the Headmaster, Senior Deputy Headmaster, Head of Senior School or Head of Middle School, will notify the student's parents where appropriate and make arrangements for access to further professional assistance.

Staff should refer to the *Operational Procedures for Responding to Students at Risk of Self-Harm*.

8.4. Self-harm as a symptom of a medical condition

Where it is known that a student has a propensity to engage in self-harm that is symptomatic or associated with a medical condition, the Student Counsellor in cooperation with other qualified Staff of the School and external treating professionals (where applicable) may devise an individual program of management to prevent or reduce the likelihood of the student engaging in self-harm while participating in the School's activities.

The program may complement any other management procedures adopted outside the School setting to address the self-harm behaviour and may be monitored on an ongoing basis and modified as appropriate to maximise socially adaptive behaviour.

9. Contact Information

If you have any questions regarding this Policy, please contact:

- Headmaster, via headmaster@brisbanegrammar.com or 3834 5200
- Senior Deputy Headmaster via SeniorDeputyHeadmaster@brisbanegrammar.com or 3834 5200
- Head of Senior School, via senior.school@brisbanegrammar.com or 07 3834 5200
- Head of Middle School, via middle.school@brisbanegrammar.com or 3834 5200
- Blue Card Services (Department of Justice), via 07 3211 6999 or 1800 113 611
- Queensland College of Teachers, via enquiries@qct.edu.au or 07 3377 4777
- Police (Brisbane City), via 000 for an emergency, 131 444 for non-urgent (Police Link), or 1300 552 931 for Child Protection Offender registry
- Child Safety Services (Department of Families, Seniors, Disability Services and Child Safety) Brisbane and Moreton Bay Regional Intake Services, via 1300 682 254
- Child Safety After Hours Service Centre, via 1800 177 135
- Family and Child Connect, via 13 32 64
- Kids Helpline, via 1800 55 1800
- Parentline, via 1300 30 1300

10. Related Documents

- Anti-Discrimination Policy
- Behaviour Development Policy (Students and Parents)
- Behaviour Development Policy (Teachers)
  - Behaviour Development Policy (Teachers): Communication Record *(internal School procedure for staff)*
  - Behaviour Development Policy (Teachers): Operational Procedures for responding to serious breaches of the Code of Expectations and Behaviour (Students) *(internal School procedure for staff)*
- Bullying Policy
  - Bullying Policy: Operational Procedures for Responding to Bullying *(internal School procedure for staff)*
- Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Operational Procedures for Responding to Students at Risk of Self-Harm *(internal School procedure for staff)*
  - Student Protection Procedures for Reporting Harm (Parents and Students)
  - Student Protection Procedures for Reporting Harm (Staff and Workers) *(internal School procedure for staff)*
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Boarding Students
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Occasional Staff / Volunteer

  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Parents
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Parents of Boarders
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment – Students
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Visitors
- Code of Conduct (Staff)
- Code of Expectations and Behaviour (Students)
- Complaints Policy (Parents and Students)
- Complaints Policy (Staff)
- Counselling Policy
- Drugs Policy
- Explicit Sexual Material Policy
  - Explicit Sexual Material Policy: Operational Procedures for Responding to Explicit Sexual Material *(internal School procedure for staff)*
- Privacy Policy and Standard Information Collection Notice
- Recruitment and Selection Policy
- Sexual Harassment Policy
- Social Media Policy

11. Policy Management

Document Title	Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)
Author	Head of Senior School and Head of Middle School
Version	v4.-2026-04
Date	15 April 2026

Document Control

Version	Description	Date
V1.0	H. Stack (Chairman), A. Micallef (DHM-Students), D. Abernethy (Solicitor), Kerryn Hurd (Student Counsellor)	2007
V1.10	A. Micallef (DHM – Students) J. Zervos (Head of Middle School)	8 Feb 2010
V1.20	D. Abernethy (Solicitor) G. North (Solicitor) A. Micallef (DHM-Students)	30 Apr 2012
V1.20	Approved: Board of Trustees	10 May 2012
V1.30	D. Abernethy (Solicitor) G. North (Solicitor) A. Micallef (DHM-Students)	Mar 2013
V1.40	L Dorricott (Solicitor), A Micallef (Headmaster)	Sep 2014
V1.50	L Dorricott (Solicitor), A Micallef (Headmaster)	Jan 2015
V1.60	A Micallef (Headmaster), D Abernethy (Solicitor), L Dorricott (Solicitor)	May 2015
V1.70	A Micallef (Headmaster), D Abernethy (Solicitor), L Dorricott (Solicitor)	Jul 2015

Version	Description	Date
V1.70	Approved: Board of Trustees	13 Aug 2015
V1.80	H Stack (Chairman), A Micallef (Headmaster), D Abernethy (Solicitor), L Dorricott (Solicitor)	Nov 2015
V1.80	Approved: Board of Trustees	3 Dec 2015
V1.90	E Roper (Deputy Headmaster – Staff), D Abernethy (Solicitor), L Dorricott (Solicitor) 3456-0067-4823	Jan 2018
V1.90	Approved: Board of Trustees	8 Feb 2018
V1.91	Standardize format – L Dunstan	26 Mar 2018
V2.0	Policy Review - L Dorricott (Solicitor, CCW 3464-6277-5306), David Carroll (Deputy Headmaster – Students)	22 May 2018
V3.0	Policy Review - Corrs Chambers Westgarth (CCW 3445-9447-1693), David Carroll (Deputy Headmaster – Students)	30 Aug 2019
V3.0	Reviewed by SLT	26 Nov 2019
V3.0	Approved: Deputy Headmaster – Students, D Carroll	4 Mar 2020
V3.0	Policy Review - Corrs Chambers Westgarth (CCW 3451-2821-4287v8), David Carroll (Deputy Headmaster – Students)	29 Apr 2020
V3.1	Standardize format – L Dunstan	30 Apr 2021
V4.0	Approved: Board of Trustees	13 May 2021
V4.1	Policy Review - Corrs Chambers Westgarth (N Le Mare, Solicitor. C Jang, Solicitor - 3476-1580-9813v1)	2 Jul 2021
V4.1	Approved: Deputy Headmaster and Head of Senior School, D Carroll	5 Jul 2021
V4.2	Approved Board of Trustees.	9 Mar 2023
V4.3	Reviewed Corrs & Approved Senior Deputy Headmaster	5 Sep 2023
V4.4	Reviewed HSS,HMS and EDPC	10 Dec 2025
V4.5	Reviewed Corrs	15 April 2026
V4.5	Approved Board of Trustees	May 2026
V4.6	Reviewed Manager Risk Compliance and Legal Affairs & Corrs	24 Jun 2026
V4.7	Reviewed Manager Risk Compliance and Legal Affairs & Corrs – Approved Board of Trustees	20 August 2026

Distribution

Version	Recipient	Date
V1.20	Board of Trustees	10 May 2012
V1.20	BGS (MyGrammar)	3 Jun 2012
V1.20	BGS Staff Announcement – Staff PD Day	16 Jul 2012
V1.80	BGS (My Grammar)	7 Dec 2016
V1.80	BGS Staff Announcement – Staff PD Day	18 Jan 2016
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V3.0	BGS (MyGrammar and Website) | BGS Staff Announcement	6 March 2020

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V4.1	BGS (MyGrammar and Website) | BGS Staff Announcement	20 Jul 2021
V4.2	BGS (MyGrammar and Website) | BGS Staff Announcement	20 Mar 2023
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V4.5	BGS (MyGrammar and Website)	May 2026
V4.6	BGS (MyGrammar and Website)	24 June 2026
V4.7	BGS (MyGrammar and Website)	September 2026

ANNEXURE A - INCIDENT REPORT FORM

This form is for use by all Staff when reporting Harm, Sexual Abuse (including likely Sexual Abuse), Child Sexual Offences, Reportable Suspicions, Reportable Allegations, Reportable Convictions and/or Inappropriate Behaviour. Refer to the *Student Protection Procedures for Reporting Harm (Staff and Workers)*.

Terms in this form have the meaning given in the School's *Student Protection and Reporting Policy*.

INCIDENT REPORT	
Section 1: Details of person preparing report	
Full name	
Staff number	
Position title	
Type of staff member (tick the option that applies)	☐ I am staff member *other than* a teacher or registered nurse (**go to section 2**) ☐ I am staff member who is a teacher or registered nurse (**go to section 2A**)
Section 2: Reason for making report **(Only complete if you are a staff member <u>other than</u> a teacher or registered nurse)**	
Why are you making this report?	☐ I am aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, Harm ☐ I have received a report from a student or parent regarding Harm to a student ☐ I am aware or reasonably suspect that a student who is under 18 or a person with a disability who is being provided with special education at the School has been, or is likely to be, Sexually Abused by a person ☐ I have gained information that causes me to 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 ☐ I wish to report Inappropriate Behaviour by another staff member ☐ I have a Reportable Allegation or Reportable Conviction
Section 2A: Reason for making report **(Only complete if you are a staff member who is a teacher or registered nurse)**	
Why are you making this report?	☐ I have a reasonable suspicion that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant Harm caused by Physical Abuse or Sexual Abuse, and may not have a parent able and willing to protect them from the Harm (a **Reportable Suspicion**) ☐ I do not have a Reportable Suspicion, but consider that a student is likely to become in need of protection if no preventative support is given ☐ I am aware or reasonably suspect that a student who is under 18 or a person with a disability who is being provided with special education at the School has been, or is likely to be, Sexually Abused by a person ☐ I have gained information that causes me to 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 ☐ I wish to report Inappropriate Behaviour by another staff member ☐ I have a Reportable Allegation or Reportable Conviction

INCIDENT REPORT	
Section 3: Details of affected student	
Student's name	
Student's age	
Student's sex	
Student's grade/class	
Student's contact details (e.g. phone number, address)	
Section 4: Details of alleged Harm, Sexual Abuse, Child Sexual Offence, Reportable Suspicion, Reportable Allegation, Reportable Conviction or Inappropriate Behaviour	
Date(s) of Harm, Sexual Abuse or likely Sexual Abuse, Child Sexual Offence, Reportable Suspicion, Reportable Allegation, Reportable Conviction or Inappropriate Behaviour	
Person(s) who may have caused the Harm or engaged in Sexual Abuse or likely Sexual Abuse, Child Sexual Offence, Reportable Suspicion, Reportable Allegation, Reportable Conviction or Inappropriate Behaviour	
Details of the Harm, Sexual Abuse or likely Sexual Abuse, Child Sexual Offence, Reportable Suspicion, Reportable Allegation, Reportable Conviction or Inappropriate Behaviour (include as much information as possible)	
For teachers and registered nurses only: If you have a Reportable Suspicion, on what basis did you form that suspicion?	
If you are aware of or reasonably suspect Sexual Abuse or likely Sexual Abuse, on what basis did you form that awareness or reasonable suspicion?	
If applicable, on what basis did you form a reasonable belief that another Worker of BGS has committed	

INCIDENT REPORT	
Reportable Conduct (or misconduct that may involve Reportable Conduct) (i.e. a Reportable Allegation)?	
If applicable, on what basis did you form a reasonable belief that another Worker of BGS has been convicted of an offence that may involve Reportable Conduct (i.e. a Reportable Conviction)?	
Are there any other persons who may be able to give information about the Harm, Sexual Abuse or likely Sexual Abuse, Child Sexual Offence, Reportable Suspicion, Reportable Allegation, Reportable Conviction or Inappropriate Behaviour (please identify them)?	
Section 5: Actions taken	
Have you taken any action to date in relation to the matter apart from this report?	
Section 6: Date of report	
Date report prepared	

ANNEXURE B – EXTERNAL REPORT

BRISBANE GRAMMAR SCHOOL

Private and Confidential - Reportable Suspicion, Child Sexual Offences, Reportable Allegations and/or Reportable Convictions

Child Protection Act 1999 (Qld) chapter 2, part 1AA and *Child Protection Regulation 2023*, section 4
Criminal Code Act 1899 (Qld) section 229BC
Child Safe Organisations Act section 33

Date:
School:
School Phone:
School Email:
School Address:

DETAILS OF CHILD THE SUBJECT OF A REPORTABLE SUSPICION, CHILD SEXUAL OFFENCE, REPORTABLE ALLEGATION AND/OR REPORTABLE CONVICTION:	
Legal Name:	Preferred Name:
DOB:	Sex:
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: Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone: Student's Personal Mobile: N/A

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 CHILD SEXUAL OFFENCE AND/OR WHO IS THE SUBJECT OF THE REPORTABLE SUSPICION, REPORTABLE ALLEGATION OR REPORTABLE CONVICTION		
☐Adult family member	☐Child family member	☐ Other adult
☐Student/other child	☐Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE REPORTABLE SUSPICION, BELIEF THAT A CHILD SEXUAL OFFENCE IS OR HAS BEEN COMMITTED AND/OR PROVIDES THE BASIS OF THE REPORTABLE ALLEGATION OR REPORTABLE CONVICTION (Attach extra pages if necessary).

Details of any Child Sexual Offence, Reportable Suspicion and/or Reportable Allegation or Reportable Conviction – please include, for example, as applicable: Time and date of the incident; location of the incident, source of information; details of person alleged to have committed the child sexual offence or the subject of the Reportable Suspicion, Reportable Allegation or Reportable Conviction; details of the harm; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by a 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 Child Sexual Offence, Reportable Suspicion, Reportable Allegation or Reportable Conviction
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: Headmaster@brisbanegrammar.com		
Response requested by school:		

ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	☐	Queensland Police Services (QPS)
	☐	Queensland Government agency for child protection
	☐	Family and Child Connect
	☐	Queensland Family and Child Commission

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

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.

ANNEXURE C - STUDENT SAFEGUARDING AND RISK MANAGEMENT STRATEGY

1. Purpose and Application

The purpose of this strategy is to implement employment practices and procedures to promote the wellbeing of students and to protect students from Harm. This strategy ensures the School is implementing and complying with the Child Safe Standards and Universal Principle required by the Child Safe Organisations Act.

This Student Safeguarding and Risk Management Strategy (Strategy) applies to all staff, parents and students at BGS and to the BGS Board of Trustees.

The School's Senior Leadership Team and Board of Trustees have approved and endorsed this Strategy.

Terms used in this Strategy have the meaning given in the School's *Student Protection and Reporting Policy*.

2. Statement of Commitment

BGS is committed to the safety and wellbeing of all students enrolled at the School and the protection of students from Harm and Inappropriate Behaviour. BGS is dedicated to eliminating and minimising risks to student safety through this Strategy which includes and refers to various other policies and procedures put in place by the School to address the safety and wellbeing of its students.

The School communicates our commitment to all Staff and ensures that our *Student Protection and Reporting Policy* is available in child and young people-friendly versions that reflects the ages, developmental stage, diversity and abilities of the students to whom we educate.

The School has zero-tolerance approach towards abuse and Neglect and takes seriously any raised concerns / incidents.

The School's approach to risk management recognises the potential risks to students in the School context and considers online and physical or psychological environments, and any vulnerable or diverse circumstances of students enrolled at the School.

BGS is committed to equity and diversity and respects and promotes the rights of students to participate in decision making, noting the particular needs of students who are Aboriginal or Torres Strait Islander, have a disability, are from culturally or linguistically diverse backgrounds, identify as LGBTI, or are unable to live at home.

3. Implementation

In practice, BGS' commitment to the safety and wellbeing of all students enrolled at the School and the protection of students from Harm and Inappropriate Behaviour means that it will implement the measures outlined below.

a) Codes of Conduct

The School is committed to informing each person involved in the delivery of our services about their role and the behaviour that the School expects in relation to safeguarding students from abuse and Neglect. This Strategy, the School's *Student Protection and Reporting Policy, Code of Conduct (Staff)* and the *Code of Expectations and Behaviour (Students)*, outline clear standards of conduct to follow in the areas of teaching and learning, the curriculum, student wellbeing, personal conduct, attending School events, and the relationships one has with students, parents, colleagues and the School. The School also provides a *Behaviour Management Policy (For Teachers)* and a *Behaviour Management Policy (For Students and Parents)*.

b) Recruitment, Selection, Training and Management Procedures

The School is committed to recruiting, selecting, training and managing Staff in such a way that limits risks to children and young people. This Strategy, the School's *Student Protection and Reporting Policy* and *Recruitment and Selection Policy* ensure that its recruitment, selection, training and management procedures act to reduce the risk of Harm to children and young people from Staff.

To reduce the risk of Harm to children and young people from Staff, the School implements training and management procedures including:

- Ensuring our safeguarding commitment is communicated to potential applicants for all positions;
- Requiring job applicants to undergo extensive screening processes prior to appointment to minimise the likelihood that the School, or an external recruitment agency or contractor, will recruit a person who is unsuitable to work with our students;
- Holding face-to-face interviews and at least two reference checks which include safeguarding-related questions;
- Management processes that are consistent, fair and supportive, and provide an appropriate level of monitoring and supervision for appropriate practice and behaviour in the delivery of the School's services to it students;
- Formative appraisal processes to monitor and help Staff to improve their performance;
- Ensuring Staff contracts require Staff to comply with School policies including those on child protection and reporting;
- Ensuring duty statements and performance objectives address child safety as a stand-alone criteria;
- Supportive processes for Staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services;
- An induction program which thoroughly addresses the School's policies and procedures, particularly its expectations regarding student safeguarding and risk management and to assist staff to understand the rationale for and their role in providing a safe and supportive environment for students;

- Training new and existing Staff on an ongoing basis and at least annually about the School's policies and procedures, identifying, assessing and minimising risks to children and young people, handling a disclosure or suspicion of Harm to a student and recognition of children and young people's rights, voices and participation, cultural safety and humility;
- Keeping a record of the training provided to Staff;
- Ensuring any failure to observe the School's behavioural guidelines is taken seriously, including taking appropriate disciplinary and legal action wherever necessary;
- Exit interviews as a means to assist the School to identify any issues of concern that may impact on the safety or wellbeing of students of the School; and
- Provision of references for former Staff only by a member of the School's Senior Leadership Team. Appropriate information about any relevant student safety concerns should be made available to anyone genuinely considering a former staff member for other child related employment.

c) Handling Disclosures or Suspicions

The School's *Student Protection and Reporting Policy* sets out policies and procedures for handling disclosures or suspicions of Harm or likely Harm, Sexual Abuse (including likely Sexual Abuse), Child Sexual Offences, Reportable Allegations, Reportable Convictions and Inappropriate Behaviour, including reporting guidelines.

The *Student Protection and Reporting Policy* is approved and endorsed by the Senior Leadership Team and the Board of Trustees and applies to all Staff. The policy requires that:

- Staff must immediately report abuse or Neglect and any concerns with policies, practices or the behaviour of other Staff;
- Staff must meet any legislated mandatory reporting and other requirements;
- Staff must follow a specified process when reporting abuse or Neglect including who will receive reports;
- Failure to report is serious misconduct;
- Staff are given a copy of and have access to the policy and understand the implications of the policy for their role; and
- The School documents any allegation, disclosure or concern regarding abuse or Neglect and monitors responses to all allegations, disclosures or concerns.

d) Managing Breaches of this Strategy

The School is committed to appropriately managing breaches of this Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as the *Student Protection and Reporting Policy, Sexual Harassment Policy, Bullying Policy*, *Anti-Discrimination Policy* and the *Code of Conduct (Staff)*, *Complaints Policy (Staff)* and *Complaints Policy (Parents and Students)*.

The School via the Senior Leadership Team will promptly record, monitor and report to the Board of Trustees regarding any breaches of this Strategy.

e) Implementing and Reviewing this Strategy

"Responsibilities" for implementing this Strategy are set out at **section 4** below.

"Compliance and Monitoring" at **section 5** below states the School's commitment to reviewing this *Student Safeguarding and Risk Management Strategy*.

The School acknowledges that "best practice" in relation to student protection is a continual process and that the School's approach will need to be monitored and developed as appropriate.

f) Blue Card policies and procedures

The School is committed to acting in accordance with the Working with Children Check Act relating to the screening of Staff in such a way that limits risks to children and young people. In particular, BGS will:

- Comply with all of the requirements of the Working with Children Check Act and Working with Children Regulation;
- Appoint a School contact person who will be responsible for managing the screening process and all related documentation and records required under the Working with Children Check Act and Working with Children Regulation;
- Meet all reporting and notification requirements arising under the Working with Children Check Act and Working with Children Regulation; and
- Act to monitor the dates of expiry of Blue Cards and Exemption Cards and remind Staff to keep their Blue Card or Exemption Card up to date.

g) High risk management plans

The School is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children and young people on an ongoing basis, including in relation to high risk activities (such as outdoor education, tours and sports) and special events. BGS utilises various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to managing risks to children and young people. BGS will consider online, physical and psychological risks, and any vulnerable or diverse circumstances of children and young people. The School has a *Risk Management Policy* and *Risk Management Strategy Framework*.

h) Strategies of Communication and Support

The School makes this Strategy available to students, parents and Staff via its Website and Parent Portal.

The School is committed to training Staff in relation to risks to children and young people and will conduct this training regularly via professional development at Staff meetings and regular discussions between managers and their Staff. Such training will (amongst other things) aim to help Staff identify risks of Harm and how to handle disclosures or suspicions of Harm, and outline this Strategy.

The School is also committed to educating students and parents about these issues, and creating an environment which encourages students to raise concerns they may have for themselves, or others, relating to Harm, Child Sexual Offences, Reportable Allegations, Reportable Convictions and/or

Inappropriate Behaviour. The School has processes for seeking and incorporating input and feedback with students and their families. The School respects diversity and seeks to facilitate effective communication and engagement.

The School promotes participation and empowerment of students and provides opportunity for their voice and ideas to be heard, and space to express their needs and concerns. BGS actively encourages our students to take part in the decision-making process, particularly on matters affecting them. The School creates opportunities for involvement and seeks input and feedback to inform our policies, procedures and practices.

BGS provides information to students and their families (such as fact sheets, posters, handbooks, presentations, guidelines) about:

- The School's commitment and approach to upholding and safeguarding the rights of children and young people;
- The behaviour expected of our Staff;
- The behaviour expected from students and their families; and
- The School's policy and mechanisms for reporting abuse or other concerns.

The Student Protection Committee is also established and appropriately resourced and supported in performing its functions.

4. Responsibilities

The School as led by its Senior Leadership Team is responsible for developing and implementing this *Student Safeguarding and Risk Management Strategy* and related policies and procedures. All Staff are responsible for understanding, promoting and acting in compliance with this *Student Safeguarding and Risk Management Strategy* and other School policies and procedures.

5. Compliance and Monitoring

The School will review this *Student Safeguarding and Risk Management Strategy* at least annually (or more frequently if required) to respond to legislative or operational changes, incident outcomes and other matters deemed appropriate by the Senior Leadership Team or Board of Trustees.

To identify any key improvements needed, the School incorporates findings from; internal audits / reviews that assess its ongoing compliance with responsibilities to keep students safe, input and feedback received by students and their families, feedback gained from communication with Staff and feedback gained from 'complaints and compliments' received.

The School has a process of review of each adverse event arising under the *Student Protection and Reporting Policy*. It will include a team of key stakeholders reviewing the adverse event with a view to identifying what can be learned from the event and if necessary, implementing necessary changes to current policy and procedures as a result. This action will be part of a generated list of tasks to be addressed by the Safeguarding Students Committee.

BGS is also committed to other various compliance and monitoring arrangements made under related policies and procedures.

6. Related Documents

- Anti-Discrimination Policy
- Behaviour Development Policy (Students and Parents)
- Behaviour Development Policy (Teachers)
  - Behaviour Development Policy (Teachers): Communication Record *(internal School procedure for staff)*
  - Behaviour Development Policy (Teachers): Operational Procedures for responding to serious breaches of the Code of Expectations and Behaviour (Students) *(internal School procedure for staff)*
- Bullying Policy
  - Bullying Policy: Operational Procedures for Responding to Bullying *(internal School procedure for staff)*
- Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Operational Procedures for Responding to Students at Risk of Self-Harm *(internal School procedure for staff)*
  - Student Protection Procedures for Reporting Harm (Parents and Students)
  - Student Protection Procedures for Reporting Harm (Staff) *(internal School procedure for staff)*
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Boarding Students
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Occasional Staff / Volunteer
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Parents
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Parents of Boarders
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment – Students
  - Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Visitors
- Code of Conduct (Staff)
- Code of Expectations and Behaviour (Students)
- Complaints Policy (Parents and Students)
- Complaints Policy (Staff)
- Counselling Policy
- Drugs Policy
- Explicit Sexual Material Policy
  - Explicit Sexual Material Policy: Operational Procedures for Responding to Explicit Sexual Material *(internal School procedure for staff)*
- Privacy Policy and Standard Information Collection Notice
- Recruitment and Selection Policy
- Sexual Harassment Policy
- Social Media Policy

ANNEXURE D – REQUIREMENTS OF THE REPORTABLE CONDUCT SCHEME

1. Application

The Reportable Conduct Scheme under the Child Safe Organisations Act requires the School's Headmaster, to report to the QFCC and investigate Reportable Allegations and Reportable Convictions involving Workers in accordance with the reporting, investigation and other requirements of the Reportable Conduct Scheme and the *Student Protection and Reporting Policy* (**Policy**).

In respect of the Reportable Conduct Scheme, this Annexure:

- Details all the requirements that apply to the Headmaster; and
- Outlines the process required when a complaint is made against the Headmaster.

Terms used in this **Annexure D** have the meaning given in the Policy.

Regard should also be had to the QFCC's *Guide to the Reportable Conduct Scheme* to assist the Headmaster and the School to meet all the requirements of the Child Safe Organisations Act and Regulation.

A summary of the Headmaster's reporting obligations to the QFCC is set out in **section 4**.

2. Responsibilities of the Headmaster

The Reportable Conduct Scheme requires the Headmaster to have systems in place to investigate and respond to Reportable Allegations or Reportable Convictions involving Workers.

To meet this requirement, the Headmaster must ensure:

- The School has a documented process for responding once a notification regarding a Reportable Allegation or Reportable Conviction is received;
- The School uses an appropriate risk management process to protect children, young people and others during the investigation; and
- The School has processes that consider and address the impacts of investigations on children and young people which keep their safety and wellbeing central.

These systems will assist the School to respond consistently, transparently and safely to reports or allegations, while meeting its obligations under the Child Safe Organisations Act.

The Headmaster may delegate functions under the Reportable Conduct Scheme to an appropriately qualified person, such as another member of the Senior Leadership Team and/or an investigator, while retaining overall responsibility for compliance. The delegate must be formally authorised by the Headmaster to carry out specific functions under the Reportable Conduct Scheme on their behalf. Importantly, delegation does not remove the Headmaster's responsibility for ensuring obligations under the Child Safe Organisations Act are met.

If the School receives a report about Reportable Conduct, the Headmaster must, unless they have a reasonable excuse:

- Notify the QFCC of the report within three business days of the Headmaster or delegate becoming aware of the Reportable Allegation or Reportable Conviction;

- As soon as practicable after becoming aware of the report about a Reportable Allegation or Reportable Conviction, ensure an investigation is conducted and notify the QFCC that the investigation is being conducted;
- Provide the QFCC with an interim report within 30 business days of becoming aware of the Reportable Allegation or Reportable Conviction; and
- Provide the QFCC with a final report that includes the investigation findings as soon as practicable.

The specific reporting requirements at each stage of the process are set out below.

- **Stage 1: Document, assess and notify**

Step 1: Receiving the allegation

When the Headmaster is advised of behaviour that may constitute Reportable Conduct, the Headmaster must document the relevant information in the School's established recordkeeping systems. Records relating to allegations or reports of behaviour must be kept in a secure file and be readily located, and must be retained even if the investigation finds that the behaviour did not meet the threshold of a Reportable Allegation or Reportable Conviction.

When an allegation or report is received, the Headmaster must determine whether the matter is a Reportable Allegation by assessing whether:

- The conduct falls into one of the six categories of Reportable Conduct (see section 1.5 of the Policy);
- The conduct was more than trivial or a minor mistake;
- The conduct was a reasonable action or decision;
- The behaviour could reasonably cause harm if repeated or left unchecked;
- A reasonable person would consider it necessary to investigate the allegation or report;
- The conduct is a pattern of behaviour or cumulative conduct that, when considered collectively, meets the threshold for Reportable Conduct; and
- The conduct is, or is suspected to be, criminal conduct.

The Headmaster will also need to determine how many alleged incidents are contained within the matter. An alleged matter may include multiple incidents of behaviour that need to be considered and dealt with holistically.

The Headmaster must ensure that criminal conduct, or suspected criminal conduct, is reported to the QPS as soon as practicable and that relevant information is promptly shared to ensure the safety of children and allow law enforcement to take appropriate action.

The School is not required to complete a full investigation before notifying QPS of a suspected crime. Indeed, in some circumstances, QPS may advise the School to pause or not to commence an investigation. The School must comply with any such direction. However, QPS involvement does not remove the requirement for notification, risk management and investigation under the Child Safe Organisations Act. These obligations exist in addition to, and separately from, the obligation to report to the QFCC.

Step 2: Immediate risk assessment and action

The Headmaster must identify, assesses and manage risks as soon as a Reportable Allegation or Reportable Conviction is received and throughout the entire investigation

process. The primary consideration must be the protection of children and young people from harm and prioritising their wellbeing and best interests, while also maintaining fairness to the Worker and protecting the integrity of the investigation.

Protecting children and families

In order to protect children and families, the Headmaster must consider:

- Support for families and carers;
- Minimising further exposure to risk;
- Appropriately informing parents throughout the investigation process, including the actions taken to support the Child's immediate safety and wellbeing, unless doing so would place the child or another person at greater risk or compromise an investigation;
- Trauma-informed communication that recognises the impact of trauma, avoids causing further harm, and promotes safety, respect and trust;
- Accessibility and cultural safety;
- Risks arising from family and domestic violence; and
- Whether QPS involvement is required.

Protecting the Worker

The Headmaster must also consider the appropriate risk management approach with respect to the Worker who is the subject of a report of allegations. This may include:

- Providing them access to an appropriate level and type of support, such as counselling or a support person;
- Giving consideration to whether the Worker should remain in their current position or be relocated or suspended in accordance with the School's policies and procedures, (which will be informed by the seriousness of the allegation and the nature of the work conducted);
- If the Worker remains in the workplace, what duties they will undertake and who will monitor and assess any associated risks; and
- Ensuring the Worker's privacy is protected in accordance with relevant privacy laws and the School's policies and procedures.

Immediate risk management actions

The immediate risk management actions that the Headmaster may take with respect to a report or allegation may include:

- Increased supervision of the Worker;
- Modified duties or relocation of the Worker;
- Removal of the Worker's access to digital systems (such as personal information, CCTV or case notes);
- Restricting the Worker's contact with Staff, witnesses or families, suspension of duties (where proportionate to risk);
- Meeting other reporting obligations under the *Student Protection and Reporting Policy*, including any report required to be made to Child Safety Services.

Any immediate risk management actions must be included in the initial report to the QFCC as detailed below.

Step 3: Notify the Commission (within three business days)

The Headmaster must provide an initial report to the QFCC within three business days of becoming aware of a Reportable Allegation or Reportable Conviction, unless the QFCC agrees to an extension of time.

The initial report must include the following information:

- Details of the Reportable Allegation or Reportable Conviction, including:
  - A factual description of the allegation or conviction, including dates, times, locations and circumstances;
  - The type or types of Reportable Conduct the allegation or conviction might fall under;
  - Whether the behaviour occurred within or outside the School;
  - When the notifier became aware of the allegation or conviction;
- Information about the Worker subject to the allegation or conviction, including:
  - Their name, including any former name or alias, and date of birth (if known);
  - Their role, duties and level of contact with children;
  - Whether they currently perform work for the School and other organisations they are involved with (if known);
  - The Worker's Blue Card or exemption notice number (if known and relevant);
- Information about the School, including:
  - The contact details for the School;
  - The name of the Headmaster and any authorised delegate;
- Whether the sector regulator or QPS has been contacted about the Reportable Allegation or Reportable Conviction; and
- If the Worker currently performs work for the School - any action, including risk management action, taken in response to the Reportable Allegation or Reportable Conviction, including, for example:
  - Immediate steps taken to prevent the Worker from having contact with children;
  - Any disciplinary action taken or proposed to be taken against the Worker;
  - Any other matter prescribed by the Child Safe Organisations Regulation.

Initial reports should:

- Be clear, factual and concise;
- Be child centred, showing how the child's safety and wellbeing have been prioritised;
- Be supported by documentation, including incident reports, timelines, risk assessments, emails or decision logs; and
- Identify any parallel processes such as QPS involvements, notifications to Child Safety Services, sector regulatory notifications, or internal employment processes.

To ensure that initial reports meet these requirements, the Headmaster must ensure that:

- Accurate, known information is provided to the QFCC;
- Internal reporting pathways are clear;
- The School manages and documents immediate safety responses, including interim safety plans, separation measures, communication with families (where appropriate), decisions and actions to notify QPS, Child Safety Services or other sector regulators or entities (such as the CCC) where relevant;
- Any known conflicts of interest are declared to the QFCC;
- Information is shared with relevant reporting entities;
- Information is kept confidential;
- Records are complete and well organised, including incident reports, emails, timelines, risk assessments, or preliminary enquiries undertaken before notification.

- **Stage 2: Plan, investigate and update**

Step 4: Plan an investigation

Determine the investigator

The first step of planning an investigation is to determine who will be responsible for conducting the investigation. The Headmaster may engage a person within the School or an external investigator to conduct the investigation. This person should have the necessary, skills experience and qualifications to conduct the investigation. The role of the investigator is to gather all the relevant evidence, assess the evidence to establish the facts and make findings based on the facts. The Headmaster, as a decision-maker, will not be responsible for conducting the investigation.

Advise the QFCC

At the same time, or as soon as practicable after, the Headmaster has advised the QFCC about a Reportable Allegation or a Reportable Conviction, the Headmaster must advise the QFCC that an investigation is being conducted and provide contact details for a person the QFCC may contact about the investigation.

Make an investigation plan

The Headmaster together with a suitably qualified investigator, may formulate an investigation plan before an investigation commences. The investigation plan should:

- Define the allegation(s) of Reportable Conduct or detail the type and circumstances (if known) of the Reportable Conviction;
- Determine the scope of the investigation;
- Identify relevant witnesses, documents and other sources of evidence;
- Identify the questions that need to be answered, the evidence needed to answer the questions, and the best way to obtain this evidence;
- Set timeframes for the investigation;
- Record interim risk management measures and review points;
- Establish a communication plan and documentation approach, including when affected parties (including children and parents) may be informed (there is no legislated timeframe for when this must occur);
- Identify any special needs for involved parties and how these will be addressed
- Identify the ways in which information will be recorded and stored; and
- Document the details and management of any real or perceived conflicts of interest.

Step 5: Conduct an investigation

An investigation into a Reportable Allegation or Reportable Conviction must be thorough, child-centred, procedurally fair and aligned with the requirements of the Child Safe Organisations Act. The School is responsible for initiating and conducting a timely, fair and child-centred investigation, protecting children throughout the process via interim safety plans and ongoing monitoring, providing procedural fairness to the Worker, engaging external investigators where the School lacks capacity, expertise or independence to investigate, maintaining accurate records of the investigation, and submitting all required reports to the QFCC within statutory timeframes. In the case of a Reportable Conviction, the focus of the investigation is on confirming the existence and relevance of the conviction, rather than conducting a full evidentiary inquiry.

Procedural fairness

Procedural fairness requires that:

- Investigations and decision-making be conducted by a person who is, and is objectively perceived to be, impartial, with any actual, potential or perceived conflicts of interest identified and managed;
- The Headmaster provides a letter of allegation to the Worker subject to a Reportable Allegation or Reportable Conviction that clearly tells the Worker about the details of the allegations made against them and that a substantiated finding of Reportable Conduct will be reported by the QFCC to Blue Card Services which may trigger a re-assessment of the Worker's eligibility to hold a Working with Children Check (Blue Card);
- Before finalising the investigation, the Headmaster must provide the Worker who is the subject of the investigation with written notice of any proposed findings that are negative or adverse and enable the Worker to provide submissions about the proposed findings within a reasonable stated period; and
- Any written submissions provided by the Worker in response to proposed findings must be considered in preparing the final report, and copies of these submissions must be provided to the QFCC.

Communicating progress of an investigation with children and families

The Headmaster may disclose information to a Child or young person, or the parent of the Child, who is the subject of conduct that forms the basis of an investigation, including the progress of an investigation, the findings and reasons for the findings and any action taken in response to the findings. However, the Headmaster must not disclose information that would put the safety or wellbeing of the Child or any other person at risk or prejudice a proceeding or investigation.

Prioritise cultural safety and inclusion

Children and witnesses involved who identify as Aboriginal, Aboriginal and Torres Strait Islander, Torres Strait Islander, or from culturally or linguistically diverse backgrounds, should feel culturally safe and supported throughout the investigation process. This can be supported by using culturally appropriate language, allowing an appropriate support person to be present and being aware of personal bias and avoiding stereotypes.

Managing concurrent external investigations

Where there are concurrent investigations with other regulatory bodies, the Headmaster must ensure:

- Effective planning and coordination, including by:
  - Clarifying roles, responsibilities and evidence requirements with all agencies involved at an early stage;
  - Documenting the approach to be used to manage concurrent investigations;
  - Ensuring all decisions about timing, communications, and evidence collection are informed by this plan;
- The safety of children is protected by:
  - Ensuring children's safety remains paramount in all decisions, including whether interviews or other investigations steps can proceed;
  - Working with Child Safety Services or other child-focused bodies to ensure support and protection where required;
- Procedural fairness, by ensuring the Worker under investigation is treated fairly, while taking care not to disclose information or conduct interviews in a way that could prejudice QPS or regulator investigations; and
- Clear records are kept of decisions and information is shared lawfully.

As above, the Headmaster must follow any requests by QPS to pause or adjust internal actions and must avoid interviews or evidence collection that could compromise criminal proceedings. All consultation between the School and QPS should be documented.

Overlap with other investigations

An investigation under the Reportable Conduct Scheme may occur alongside other internal processes, such as employment or disciplinary inquiries. If this occurs, the Headmaster must:

- Ensure consistency between internal employment or code of conduct findings and Reportable Conduct Scheme findings, while recognising the different thresholds and definitions that may apply;
- Manage information sharing dutifully as some material gathered for a Reportable Conduct Scheme investigation may also be relevant to employment action, but privacy and procedural fairness obligations may differ;
- Understand that sector regulators or other entities may also require notification or conduct their own investigation;
- Understand that Blue Card Services may also be undertaking a concurrent review of the person's Working with Children Check;
- Preserve the integrity of criminal investigations by avoiding contamination of evidence or inappropriate questioning; and
- Keep clear records explaining decisions to pause, separate or coordinate different investigative streams.

Step 6: Risk assess and provide update (interim report)

The Child Safe Organisation Act requires ongoing risk assessment throughout a Reportable Conduct Scheme matter. The risk management action taken by the Headmaster should be proportionate to the assessed level of risk, prioritising the safety, wellbeing and best interests of children and young people.

The Headmaster must provide the QFCC with an interim report within 30 business days after becoming aware of the Reportable Allegation or Reportable Conviction, unless the QFCC agrees to a longer timeframe. The interim report must include:

- The facts and circumstances of the Reportable Allegation or Reportable Conviction, to the extent it is available to the Headmaster;
- An update on any action, including risk management action, taken in response to the Reportable Allegation or Reportable Conviction; and
- If the Worker has made written submissions to the Headmaster in relation to the Reportable Allegation or Reportable Conviction, a copy of those submissions.

- **Stage 3: Finalise, report and implement**

Step 7: Finalise investigation and conduct risk assessment

Finalising investigation

Investigations must produce clear, well-reasoned findings for each allegation which are supported by evidence, with the balance of probabilities as the standard of proof. The more serious an allegation, the better the quality of evidence that may be required for the allegation to be proven.

There are four different findings that the investigator can make:

- *Substantiated*: There is sufficient evidence to find, on the balance of probabilities, that the Reportable Conduct occurred.

- *Unsubstantiated*: The evidence suggests it is more likely than not that the Reportable Conduct did not occur.
- *No outcome*: In exceptional circumstances, it may not be possible to determine whether the Reportable Conduct was substantiated or unsubstantiated. Exceptional circumstances may include if the allegation is historical, and despite the investigator's reasonable efforts, there is not enough evidence available or able to be collected to properly assess the allegation.
- *Conduct outside the scheme*: The alleged conduct does not meet the definition of Reportable Conduct.

When the investigation is finished, the Headmaster is responsible for preparing an investigation report that details the evidence, the established facts, the findings and what actions will or are proposed to be taken. When reviewing evidence, the Headmaster must consider the strength and reliability of the evidence before making taking any action. The Headmaster may delegate this responsibility to the investigator or another delegate.

Final risk assessment

Regardless of the investigation's findings, a final risk assessment must be undertaken. This assessment will inform any actions taken or that are proposed to be taken by the Headmaster. It should consider:

- The Child or children and relevant family members, including any counselling, ongoing support needed or future contact with the Worker;
- The Worker, including any support, training or disciplinary action required;
- Organisational culture and expectations, including in relation to improved education and awareness regarding Child safety and wellbeing;
- Systems and processes, including any work practices or gaps that contributed to the Reportable Allegation or Reportable Conviction, including missed opportunities for earlier detection; and
- Policies and procedures, including consideration of any refinement needed.

Step 8: Report to the Commission (final report)

The Headmaster must provide the final investigation report to the QFCC as soon as practicable after the investigation is completed. The final report must include:

- Information about the facts and circumstances of the Reportable Allegation or Reportable Conviction, including definitions applied and the scope investigated;
- The findings the Headmaster has made about the Reportable Allegation or Reportable Conviction after completing the investigation, including whether or not the Worker has engaged in Reportable Conduct;
- The reasons for the findings, including a clear analysis of the evidence and how the balance of probabilities was applied;
- Copies of documents relied on by the Headmaster in making the findings, including statements taken during the investigation, documents mentioned in the report and submissions made by the Worker;
- If the matter involves any other entities - information about whether the matter has been referred to another entity, including details of the other entity;
- If the Worker currently performs work for the School - any action, including risk management action, taken in response to the Reportable Allegation or Reportable Conviction, including, for example:
    - Any immediate steps taken to prevent the Worker from having contact with children; and
    - Any disciplinary action taken or proposed to be taken against the Worker;

- Any action taken, or proposed to be taken, to improve the School's ability to identify Reportable Conduct and to report and investigate Reportable Allegations and Reportable Convictions; and
- If no action is to be taken - the reasons why no action is to be taken.

After receiving the final report, the QFCC:

- Will review the report to determine whether the investigation was thorough and met legislative requirements for procedural fairness;
- Will evaluate whether findings are supported by evidence and whether risks have been identified and managed;
- May ask the Headmaster to provide further information they consider relevant in relation to the findings and the School's response to the findings;
- May direct additional enquiries, or conduct its own investigation, if the School's investigation is inadequate or raises concern;
- Will monitor follow-up actions and ensure required improvements or safeguards are implemented;
- Will identify systemic issues and use insights to strengthen sector guidance and statewide capability; and
- Will inform Blue Card Services of the findings.

Step 9: Implement actions and pursue continuous improvement

Implementing outcomes and actions

Once the findings have been made and a final report produced, the Headmaster must act promptly on identified actions, which may include:

- Child safeguarding and wellbeing actions, including ongoing support for children, young people, families and affected Staff;
- Employment or engagement outcomes, including disciplinary action, changes to duties, supervision requirements, training or termination;
- System or practice improvements, such as updates to policies, changes to the environment, supervision or recruitment processes, or cultural safety practices; and
- Notifications to sector regulators, professional registration bodies, other entities or BlueCard Services, where required.

Communicating outcomes

The School must manage communication carefully, balancing transparency, privacy and safety. In particular, the Headmaster:

- May inform a Child subject to the allegation or their parent or guardian of the progress and findings of an investigation;
- Must notify the Worker of the final findings and any employment or disciplinary decisions; and
- May inform relevant Staff about changes to practice, supervision or organisational procedures.

Supporting children, young people, families, workers and staff

At the conclusion of the investigation, the Headmaster should ensure that:

- Trauma-informed support is provided to children, young people and families affected by an allegation or investigation process;
- Guidance and wellbeing support is provided to Staff impacted by the incident or investigation; and
- The Worker subject to the allegation is provided information about internal support or review processes where appropriate.

Recordkeeping and storage

The Headmaster must ensure that the School maintains comprehensive and secure records of the full investigation file, the final report, decisions and actions taken communications and notifications and safety plans and risk assessment documents. These documents and records may be required for future reviews, regulatory assessment or legal processes.

Continuous improvement

The Headmaster must ensure that the School uses investigation findings to review and improve organisational systems and Child safeguarding culture, including by reviewing what contributed to the incident, updating policies, training, supervision and environmental design, reviewing cultural safety practices, strengthening reporting pathways and Staff capability and evaluating whether changes have effectively reduced risk.

3. Process when a complaint is made against the Headmaster or their delegate

If a Worker becomes aware of a Reportable Allegation or Reportable Conviction which relates to the Headmaster or their delegate, the Worker must, as soon as practicable, report the matter to the QFCC. Workers do not need to determine whether the behaviour meets the threshold of a Reportable Allegation before making a notification.

If the Headmaster is the subject of a Reportable Allegation or Reportable Conviction, the Worker should also notify the Chair of the Board of Trustees (or delegate) who, subject to the direction of the QFCC, will undertake responsibility for formulating the investigation plan and managing the School's response in accordance with **section 2** of this Annexure D. This ensures the integrity and impartiality of the investigation.

The School may appoint an external investigator to investigate a Reportable Allegation or Reportable Conviction involving the Headmaster where there is no person within the School who does not have a real or perceived conflict of interest, or where such conflict cannot be appropriately managed.

The QFCC may, on its own initiative, investigate a Reportable Allegation or Reportable Conviction where the subject of the allegation is the Headmaster (and may also do so in certain other situations specified in the Child Safe Organisations Act). Before doing so, the QFCC must give written notice to the Headmaster stating that the QFCC will be investigating the allegation or conviction and the matters to be investigated and may request that the Headmaster is not to commence, or is to end, an investigation of the allegation or conviction.

An investigation conducted by the QFCC may include interviewing witnesses, obtaining and reviewing records and documents, engaging specialist expertise, making findings and recommendations, directing remedial action, and notifying or working with police or other regulators as required.

4. Summary of QFCC reporting requirements

Report	Timeframe
1. Initial report	Within 3 business days
2. Investigator's contact details	As soon as practicable
3. Interim report	Within 30 business days
4. Final report within investigation findings	As soon as practicable
5. Additional information	As requested by the QFCC

5. Confidentiality

Confidentiality must be managed throughout an investigation, including by ensuring:

- Only parties who need to know about the Reportable Allegation or Reportable Conviction are informed about it;
- All parties are advised of the need for maintaining confidentiality during the investigation; and
- Any breaches of confidentiality are dealt with in accordance with the School's other relevant policies as appropriate in the circumstances, such as the *Code of Conduct (Staff)*, *Complaints Policy (Staff)* or *Complaints Policy (Parents and Students)*.

The identity of a person who makes a report may be legally protected under legislation such as the Child Protection Act. The School must not disclose identifying information about the notifier unless required or permitted by law.

6. Related documents

- Guide to Queensland's Reportable Conduct Scheme (QFCC, Publication date: March 2026).