



<b>PURPOSE:</b>	The purpose of this policy is to provide written processes about - a. How the school will respond to harm, or allegations of harm to students under 18 years; and b. The appropriate conduct of school's staff and students to comply with accreditation requirements.		
<b>SCOPE:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Lighthouse Christian School.		
<b>STATUS:</b>	Approved	<b>SUPERSEDES:</b>	Child Protection Policy 2022
<b>AUTHORISED BY:</b>	School Governing Body	<b>DATE OF AUTHORISATION:</b>	June 2023
<b>REFERENCES:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</a></li> <li>• <a href="#">Criminal Code Act 1899 (sections 229BB and 229BC)</a></li> <li>• <a href="#">Lighthouse Christian School Dispute Resolution/Complaints Handling Policy</a></li> <li>• <a href="#">Lighthouse Christian School Dispute Resolution/Complaints Handling Procedure</a></li> <li>• <a href="#">Lighthouse Christian School Child Risk Management Strategy (for the Working with Children (Risk Management and Screening ) Act 2000 (Qld))</a></li> <li>• <a href="#">Lighthouse Christian School Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))</a></li> <li>• <a href="#">Lighthouse Christian School Child Protection Reporting Form</a></li> </ul>		
<b>REVIEW DATE:</b>	Annually	<b>NEXT REVIEW DATE:</b>	June 2024
<b>POLICY OWNER:</b>	Lighthouse Christian School Board		



## DEFINITIONS

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

## HEALTH AND SAFETY

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

## RESPONDING TO REPORTS OF HARM

When the school receives any information alleging ‘harm’<sup>1</sup> to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy<sup>2</sup>.

## CONDUCT OF STAFF AND STUDENTS

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students<sup>3</sup>.

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

<sup>2</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

<sup>3</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)



All staff, volunteers and visitors are expected to conduct themselves in a professional manner as required by their position and/or terms of employment contract or engagement and in accordance with relevant Professional Standards, Code/s of Conduct.

Staff and volunteers must also comply with the relevant LCS Code/s of Conduct and policy requirements relating to online interactions with students via electronic communication and/or social media applications.

All staff and volunteers are expected to behave in a manner that is supportive of the safety, welfare and wellbeing of students. Conduct of a sexual, physical or psychological/emotional nature which exploits the special position of trust and authority between the staff member or volunteer and a student is unacceptable and a breach of legal and policy requirements and obligations.

Some examples of inappropriate conduct may include, but are not limited to:

- transporting a student, without seeking the consent of a parent or caregiver or without obtaining approval from the relevant Head of School;
- seeking to visit a student at his/her home without the consent or knowledge of the parent or caregiver and relevant Head of School;
- inviting a student to the staff member or volunteer's home unaccompanied without the consent of a parent or caregiver and without informing the relevant Head of School;
- sending or receiving correspondence of an inappropriate nature;
- inappropriate giving of gifts;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship incompatible with the professional relationship, initiated by either party;
- taking of photographs or videos of students and/or photographs of students without parental consent;
- exposing to a student, pornographic material in any medium;
- inappropriate discussion of matters of sexual behaviour;
- obscene language, especially of a sexual nature;
- gestures or actions of a suggestive or obscene nature;
- jokes of a sexual nature told in the presence of student/s;
- voyeurism (gaining pleasure from secret watching of another);
- repeatedly seeking to be alone with a student; or
- detaining a student in locked facilities or facilities that do not have immediate access to other staff.



## REPORTING INAPPROPRIATE BEHAVIOUR

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

- (a) Mrs Alice Bakss (Deputy Principal)
- (b) Mrs Rachel White (Head of Wellbeing and Inclusion)<sup>4</sup>

## DEALING WITH REPORT OF INAPPROPRIATE BEHAVIOUR

A staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's governing body<sup>5</sup>. Reports will be dealt with under the school's Complaints Handling Policy.

## REPORTING SEXUAL ABUSE<sup>6</sup>

Section 366 of the Education (General Provisions) Act 2006 states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the school, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a kindergarten aged child registered in a kindergarten learning program at the school;
- c) a person with a disability who:-
  - under section 420(2) of the Education (General Provisions) Act 2006 is being provided with special education at the school; and
  - is not enrolled in the preparatory year at the school

then the staff member must give a written report about the abuse or suspected abuse to the Principal or to a director of the school's board immediately.

The school's Principal or the Director must immediately give a copy of the report to a police officer.

If the staff member who becomes aware or reasonably suspects sexual abuse is the school's Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a director of the school's governing body immediately.

A report under this section must include the following particulars:-

- a) the name of the person giving the report (the first person);
- b) the student's name and sex;
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;

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

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

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



- e) any of the following information of which the first person is aware:-
  - the student's age;
  - the identity of the person who has abused, or is suspected to have abused, the student;
  - the identity of anyone else who may have information about the abuse or suspected abuse<sup>7</sup>.

## REPORTING LIKELY SEXUAL ABUSE<sup>8</sup>

Section 366A of the Education (General Provisions) Act 2006 states that if a staff member reasonably suspects in the course of their employment at the school, that any of the following is likely to be sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a kindergarten aged child registered in a kindergarten learning program at the school;
- c) a person with a disability who:-
  - under section 420(2) of the Education (General Provisions) Act 2006 is being provided with special education at the school; and
  - is not enrolled in the preparatory year at the school

then the staff member must give a written report about the suspicion to the Principal or to a director of the school's governing body immediately.

The school's Principal or the Director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects likely sexual abuse is the school's Principal, the Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a director of the school's governing body immediately.

A report under this section must include the following particulars:-

- a) the name of the person giving the report (the **first person**);
- b) the student's name and sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware:-
  - the student's age;
  - the identity of the person who is suspected to be likely to sexually abuse the student;
  - the identity of anyone else who may have information about suspected likelihood of abuse<sup>9</sup>.

<sup>7</sup>Education (General Provisions) Regulation 2017 (Qld) s.68

<sup>8</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

<sup>9</sup>Education (General Provisions) Regulation 2017 (Qld) s.69



## REPORTING PHYSICAL AND SEXUAL ABUSE<sup>10</sup>

Under Section 13E (3) of the Child Protection Act 1999, if a doctor, a registered nurse, a teacher or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

A **reportable suspicion** about a child is a reasonable suspicion that the child: -

- a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- b) may not have a parent able and willing to protect the child from the harm.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Children, Youth Justice and Multicultural Affairs (or another department administering the Child Protection Act 1999). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the Principal.

A report under this section must include the following particulars:-

- a) the basis on which the person has formed the reportable suspicion<sup>11</sup>;
- b) the child's name and sex;
- c) the child's age;
- d) details of how to contact the child;
- e) details of the harm to which the reportable suspicion relates;
- f) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
- g) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates<sup>12</sup>.

Child Safety Regional Intake Service contact details - Rockhampton phone: 4848 4500

Outside of these hours, you can contact the Child Safety After Hours Service Centre on phone freecall 1800 177 135 (Queensland only).

## RESPONSIBILITIES UNDER CRIMINAL CODE ACT 1899 (QLD)

The Criminal Code Act 1899 includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

## FAILURE TO REPORT<sup>13</sup>

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been,

<sup>10</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(d)

<sup>11</sup>Child Protection Act 1999 s.13G (2)(a)

<sup>12</sup>See Child Protection Regulation 2011 (QLD) s.10 "Information to be included in report to chief executive"

<sup>13</sup>Criminal Code Act 1899 (Qld) s.229BC



formed. Failure to make a report, without a reasonable excuse, is a criminal offence. A reasonable excuse not to make a report under the Criminal Code Act 1899 includes that a report has already been made under the Education (General Provisions) Act 2006 (reporting sexual abuse or likely sexual abuse) and the Child Protection Act 1999 (reporting significant harm or risk of significant harm) as per this policy.

## **FAILURE TO PROTECT<sup>14</sup>**

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

## **AWARENESS**

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website<sup>15</sup>. Notification will also occur via staff induction and school website.

## **ACCESSIBILITY OF PROCESSES**

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request from the school administration<sup>16</sup>.

## **TRAINING**

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually<sup>17</sup>. A record of attendance will be maintained by the school.

## **IMPLEMENTING THE PROCESSES**

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually<sup>18</sup>.

## **COMPLAINTS PROCEDURE**

Suggestions of non-compliance with the school's processes may be submitted as complaints under Lighthouse Christian School complaints procedure<sup>19</sup>.

The procedure sets out:

1. The person or persons to whom a complaint can be made;
2. The format in which a complaint must be recorded;

<sup>14</sup>Criminal Code Act 1899 (Qld) s.229BB

<sup>15</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)

<sup>16</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)

<sup>17</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

<sup>18</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

<sup>19</sup>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)



3. The process for hearing, investigating and acting upon a complaint;
4. The timeframe in which a response can be expected, or redress of the circumstance will be undertaken; and
5. The person, persons or entity to which a matter may be referred should the complainant not be satisfied with the determination of the complaint or the resolution outcome, including the parameters within which such an appeal may be made.