



Mackay Christian College

a place where you belong

ABN 22 010 555 389 CRICOS 01085D



Mackay Christian Colleges Ltd t/a

MACKAY CHRISTIAN COLLEGE

Mackay Christian College Pre-Prep Learning Centre (MCC Pre-Prep)

Mackay Christian College Outside School Hours Care (MCC OSHCare)

Child Protection Policy

August 2004

ABN 22 010 555 389 :: CRICOS Provider No. 01085D

Adopted: August 2004
Reviewed: August 2006
Reviewed: August 2008
Reviewed: October 2010
Reviewed: Updated August 2011
Reviewed: January 2012
Reviewed: July 2012
Reviewed: July 2013
Reviewed: Updated May 2014
Reviewed: Updated June 2015
Reviewed: Updated May 2016
Reviewed: Updated January 2017
Adopted: February 2017
Reviewed:

CHILD PROTECTION POLICY

TABLE OF CONTENTS

Section

Introduction

Definitions

The Law

Principles

Scope

Policy Statement

Responsibilities

- a. of the Board
- b. of the Principal
- c. of the Designated Board Director
- d. of Student Protection Officers
- e. of Teachers and Staff

Timely Response

Investigation

Consequences of Breach of Policy

Protection for Notifier

Anonymous Complaints

Record Keeping

Review of Policy

Summary of Reporting Harm Table

APPENDIX A – Reporting Summaries and Reporting Trees

APPENDIX B – Forms for Reporting Issues or Concerns

Form A – All Student Welfare Concerns Except Sexual Abuse and Physical Abuse

Form B – Mandatory Reporting to Police of Known/Suspected/Likely Sexual Abuse

Form C – Mandatory Reporting to Child Safety of Reportable Suspicion of Sexual or Physical Harm

APPENDIX C – Child Protection Risk Management Strategy

Introduction

Under legislation, duty of care obligations, and the Christian beliefs of Mackay Christian College, the College is committed to providing a safe environment to all Students and to upholding their best interests and wellbeing.

The processes detailed in this Policy are designed to facilitate these commitments and are compliant with Regulation 10 of the Education (Accreditation of Non-State Schools) Regulation 2011, as amended in 2014.

Definitions

Child means a person up to the age of 18 years of age.

Student means any person regardless of age who is enrolled at Mackay Christian College.

Confidentiality It is important when handling complaints information that the confidentiality of all parties concerned is respected. Information will be regarded as confidential if:

- i. the information has the 'necessary quality of confidence' in that any unauthorised use would be detrimental to a party and that:
- ii. it was shared or confided under circumstances where there was a special need for trust, eg between the Head of School/ Year Level Coordinator and the complainant, or between the Principal and the alleged offender.
- iii. Information will be shared only if it is necessary to comply with the requirements of this Policy (designated persons) or as required by law.

Designated persons are persons designated to perform the specific duties, often in the absence or unavailability of senior staff.

Staff includes all staff, without exception, whether paid or volunteers, eg those involved in teaching or administration, bus drivers, cleaners, groundsmen, sporting coaches, sporting referees, teacher assistants, and volunteers working in any capacity for the College.

Harm (section 9 of the *Child Protection Act 1999* as amended in 2014) caused to a Student under 18 years is any detrimental effect of a significant nature on a Student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. The harm can be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.

Relevant Person means:

- A child enrolled in any program of the College; or
- A person with a disability who is being provided with special education at the College under section 420 of the General Provisions Act.

Teacher is a person employed in the capacity of a registered teacher at the College, and includes full time, part time, casual and re-appointments.

Sexual Abuse (*General Provisions Act, 2006*) in relation to a relevant person includes sexual behaviour involving the relevant person and another person in the following circumstances:

- i. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;

- ii. the relevant person has less power than the other person;
- iii. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Reportable Suspicion (*Child Protection Act, 1999*) is one where a Staff Member has a reasonable suspicion that a Student:

- i. has suffered, is suffering, or is at an unacceptable risk of suffering significant harm caused by physical or Sexual Abuse; and
- ii. may not have a parent able and willing to protect the Student from harm.

Inappropriate Behaviour by a Staff Member towards a Student:

Inappropriate Behaviour is NOT defined by law.

It includes Inappropriate Behaviour by a Staff Member towards a Student that is unwelcome or familiar behaviour that causes a Student to feel uncomfortable, is a misuse of the Staff Member's position of power or trust in relation to the Student, or which breaches the trust implicit in an adult-student relationship. All behaviours must comply with accepted societal values, professional and contractual obligations, current legislation and/or legal precedent. Behaviour which would be regarded by a reasonable person to be inappropriate between an adult and a Child will be responded to as such even if the Child does not reject it or indicate it is unwelcome.

NB. Many of these behaviours fall under the criminal offence of "grooming" or "maintaining a relationship with a Child".

Neglect The term *neglect* in this Policy may be defined as any act or omission whereby the Child is not cared for in the reasonable opinion of the College. According to the Department of Communities, neglect occurs when a Child's basic necessities of life are not met, and their health and development are affected. Basic needs include:

- Food
- Housing
- Health care
- Adequate clothing
- Personal hygiene
- Hygienic living conditions
- Timely provision of medical treatment
- Adequate supervision

Natural Justice The principle of natural justice will apply to processes and decisions under this Policy.

The principles of *Natural Justice* are that:

A person alleged to have behaved improperly

- has a right to particulars of what has been allegedly done;
- has the right to respond to the allegations;
- has a right to be heard in an unbiased forum.

The application of these principles are subject to the provisions of the Acts covered by this policy.

Notifier is a person who brings notice of a Student Protection matter to the attention of the College.

Student Protection Contact Officers – refers to (at least 2) named and published Staff Members (as required under the Accreditation Act 2001) to whom Students may refer complaints. At Mackay Christian College, these staff members include the Principal, the Head of Senior School and the Head of Junior Campus.

Designated Board Director is the Director appointed unanimously by the Board to receive and report Sexual Abuse matters regarding Students. This person is currently Pastor Rob Booth-Jones.

Independent Protection Advisor – may be appointed by the College, and is independent of the College, but available for assessment of complaints.

Vexatious Complaint includes:

- i. a complaint that would be an abuse of a legal process such as a court or tribunal; and
- ii. a complaint instituted to harass or annoy, to cause delay or detriment, or for another wrongful purpose; and
- iii. a complaint instituted or pursued without reasonable ground; and
- iv. a complaint conducted in a way so as to harass or annoy, cause delay or detriment, or achieve another wrongful purpose.

Unacceptable Risk – if the report of alleged Inappropriate Behaviour/harm is of such concern that in the reasonable view of the Principal (with consultation) the person implicated would be a danger – that person can be stood down or suspended in the interim.

Incident – any activity or set of circumstances of Inappropriate Behaviour, Sexual Abuse, or suspected Sexual Abuse, or where harm has occurred or is reasonably suspected.

Unprofessional Conduct is any behaviour which, by its nature, is inappropriate, unwise and has potentially damaging consequences.

Relevant State Authority is defined as the Police or Department of Communities Child Safety and Disability Services (DCCS DS).

The Law

The College obligations in relation to this Policy are covered by the following:

Education (General Provisions Act) 2006 (“General Provisions Act”)
Education (Accreditation of Non-State Schools) Regulation 2001 as amended in 2014 (“the Regulation”)
Anti-Discrimination Act 1991
Education (Queensland College of Teachers) Act 2005
Education & Training Amendment Act 2011 (“the Amendment Act”)
Work Health & Safety Act 2011
Child Protection Act, 1999 as amended in 2014

Principles

This **Policy** is founded on the Values and Organisational Beliefs as stated in the MCC Staff Handbook.

Scope

This Policy and procedures set out the requirements under Regulation 10 to provide processes which address the protection of Students. It applies to all complaints of sexual and physical abuse, to other types of harm and to Inappropriate Behaviour. It applies to all Staff and Students at the College.

Policy Statement

- i. The College will comply with the mandatory reporting requirements under law.
- ii. The College has Processes in place allowing it to respond to issues of Student Protection promptly and consistently.
- iii. The College will work in partnership with the State authorities.
- iv. The College will work as appropriate with Family and Child Connect Services.
- v. The College will work in partnership with parents as part of the Contractual Relationship established by the Enrolment Contract.
- vi. The College will provide appropriate pastoral support for Students and families.
- vii. Penalties for breach of this Policy will attract College-imposed penalties additional to any imposed at law.

Responsibilities

a) College Board

The College Board:

- i. will discharge their duties in accordance with Regulation 10(6)(a-d) of the Regulation;
- ii. will receive regular reports from the Principal at Board Meetings;
- iii. will ensure the College Formal Complaints Policy covers Child Protection complaints;
- iv. will appoint a Designated Director to receive and report (to external authorities) any allegations relating to Sexual Abuse, including likely Sexual Abuse.

b) Principal

The Principal:

- i. will promote and arrange for in-service training for Staff in legal compliance with Child Protection legislation and matters contained in this Policy;
- ii. will appoint Student Protection Contact Officers for the Junior and Senior Schools;
- iii. will implement procedures for screening of all persons involved in the College;
- iv. in cases of Sexual Abuse, or a Reportable Suspicion, will mandatorily report such alleged offences to the relevant State authorities in accordance with mandatory requirements;
- v. will consult with the College Leadership (comprising the Heads of Schools and Faculties, and Year Level Coordinators) within the College as appropriate;
- vi. In all matters of Sexual Abuse allegations, advise the Designated Board Director, under S.366 A (Amendment Act) 2011;
- vii. will investigate reports of Inappropriate Behaviour internally and according to the principles of Natural Justice;
- viii. will respond to concerns raised about psychological or emotional harm, neglect and exploitation including as appropriate by investigation and referral to Family and Child Connect Services;

- ix. will take all necessary action in the standing down of any Staff/Student in relation to matters covered by this Policy and carrying out any disciplinary measures noted in the Policy;
- x. will report any investigation carried out regarding the conduct of a teacher to the Queensland College of Teachers, pursuant to the *Education (Queensland College of Teachers) Act 2005*.

c) Designated Board Director

Will be available to receive and to report any allegations of sexual abuse, including likely sexual abuse.

d) Student Protection Contact Officers

- i. will be appointed by the Principal in each of any sub-schools;
- ii. will usually be the Heads of Junior and Senior School;
- iii. will undertake training in the requirements of the role;
- iv. will attend scheduled meetings with the Heads of School;
- v. will be known to Staff and Students, and should be a person that will be accessible;
- vi. will follow the procedures set out in this Policy;
- vii. must inform the Principal or Chair of the Board of Directors of all incidents of harm, or where harm is reasonably suspected, or of Sexual Abuse, or suspected Sexual Abuse, or Inappropriate Behaviour which are brought to their attention, in accordance with Annexure A.

e) All Staff

All Staff:

- i. must comply with their respective mandatory reporting obligations under the *Child Protection Act 1999*, the *General Provision Act 2006* and Regulation 10 of the *Education (Accreditation of Non-State Schools) Regulation 2001* (all as amended)
- ii. must comply with this Policy regarding protective procedures;
- iii. on receipt of, or otherwise becoming aware of, a complaint of Sexual Abuse, Reportable Suspicion, Inappropriate Behaviour, or harm, or a reasonable suspicion of harm, must report to the Principal or the Designated Director;
- iv. will protect confidentiality of the person disclosing the allegations and the details of the allegations.

f) Students

All Students are expected to contribute to the care and wellbeing of other Students by complying with all College Policies, rules and directions.

Students may report concerns or allegations covered under this Policy to the Principal, Student Protection Officers and any other Staff Member.

Timely Response

The Principal will ensure that a timely response to all issues of Child Safety and wellbeing will be made.

Investigation

- i. The College Staff do not in any way investigate mandatory reporting matters. They will cooperate with the State authority.
- ii. For an action falling short of mandatory reporting, the Principal may decide on a number of responses including investigating the matter internally or with assistance of an external investigator.
- iii. Other actions may include:
 - Working in partnership with parents,
 - Referrals to Family and Child Support Services,
 - Notifying Child Safety and Police as a matter of discretion (even if not mandatory). Any allegation involving possible criminal behaviour by a Staff Member towards a Student (irrespective of age) will be reported to the Police and the Queensland College of Teachers.

Consequences of Breach of Policy

- a.
 - i. conduct which breaches this Policy may result in criminal penalties as decided by legal process;
 - ii. in all such cases the Principal will stand down a Staff Member pending the result of investigation by the Police.
- b. other breaches of this Policy, which may not result in external penalties, will result in consequences imposed by the Principal and may include:
 - apology
 - counselling
 - warning
 - demotion
 - suspension
 - standing aside
 - termination
 - expulsion (in the case of a Student)

Protection for Notifier

- i. The *Child Protection Act 1999* provides for the confidentiality of information supplied by the person making a notification.
- ii. Also Section 22 of the Act provides for the protection from civil liability for persons, who, acting honestly, notify or give information about suspected harm to a Child. It states that merely because the person gives the notification or information, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct.
- iii. Similar protections are available in the General Provisions Act.

In accordance with this Act and this Policy the College will protect the identity of the Notifier of information – unless required otherwise by Law.

Anonymous Complaints

Such complaints, by their very nature provide difficulties, however the College will investigate the validity of each one to the extent possible, and report to the authorities as contemplated by this Policy.

Record Keeping

Any Staff Member who has concerns about the safety or wellbeing of a Child, either suspicious or disclosed, MUST:

- i. keep anecdotal records of observations, focusing on the persistence of indicators over time and the severity of effects;
- ii. if speaking to a Child, keep questions to what/where/when;
- iii. take only short notes – must not investigate;
- iv. present such documentation to a Student Protection Contact Officer. (Appendix A)

Should the Principal need to interview the Child further, the same procedures must be followed. Records must be kept in a locked file by the Head of Pastoral Care / Principal.

Review of Policy

This Policy will be reviewed at least annually or earlier if required.

Summary of Reporting

Who	Type of abuse	Test	Report to	MCC Form
All staff	Sexual Abuse	Awareness or reasonable suspicion Sexually abused or likely to be sexually abused	Principal through to Police (+Board)	CP2 Form B
All staff	Reportable suspicion of sexual or physical harm	Significant harm? Yes Parent willing <u>and</u> able? No	Through Principal to Child Safety (+Board)	CP3 Form C
All staff	Physical harm, psychological harm, emotional harm, neglect, exploitation	Significant harm? Yes Parent willing and able? No	Through Principal to Child Safety	CP3 Form C
Principal	Any form of harm	Not of a level that is otherwise reportable to Child Safety or Police (i.e. sexual abuse or reportable suspicion). Refer without consent	Principal through to Family & Child Connect	CP1 Form A
All staff	Any form of harm	Not of a level that is otherwise reportable to Child Safety or Police (i.e. sexual abuse or reportable suspicion). Refer with consent	Report to Principal	CP1 Form A
Any member of the public	Any form of harm	Significant harm? Yes Parent willing and able? No	Report directly to Child Safety and/or Police	N/A

**APPENDIX A
REPORTING SUMMARY 1A**

PSYCHOLOGICAL OR EMOTIONAL HARM, NEGLECT OR EXPLOITATION

Legislation	If	Then
Reporting Psychological, Emotional Harm, Neglect or Exploitation Behaviour under Regulation 10 of the Regulation	<ul style="list-style-type: none"> • You are a Principal, Staff Member/Student Protection Contact Officer; and receive or have a concern of this nature. 	<ol style="list-style-type: none"> 1. Complete the College’s reporting form. (CP1 Form A) 2. Discuss the Student’s report with the Student Protection Contact Officer (HOS) or Principal. 3. The Principal or the Student Protection Officer will take appropriate action in the circumstances. 4. Keep appropriate records of your decisions and actions.
Queensland College of Teachers Act 2005, Section 76	<ul style="list-style-type: none"> • You are a Principal and • The College is investigating an allegation of harm caused, or likely to be caused, to a Child because of the conduct of a teacher. 	<ol style="list-style-type: none"> 1. As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers. 2. The notice must include the following— <ol style="list-style-type: none"> a) the name of the Principal; b) the name of the College; c) the name of the relevant teacher; d) the day the investigation started; and e) the allegation, particulars of the allegation and any other relevant information.

**APPENDIX A
REPORTING SUMMARY 1B**

INAPPROPRIATE BEHAVIOUR

Legislation	If	Then
Reporting Inappropriate Behaviour under Reg. 10 of the Regulation	<ul style="list-style-type: none"> • You are a Student; and • An MCC Staff Member has behaved in a way you consider is inappropriate. 	<ol style="list-style-type: none"> 1. Report the behaviour to a Student Protection Contact Officer (HOS) or Senior Staff Member/Principal.
Note: If the Inappropriate Behaviour is Sexual Abuse or a Reportable Suspicion, the mandatory reporting must also occur.	<ul style="list-style-type: none"> • You are a Staff Member/Student Protection Officer; and receive or have a concern of this nature. 	<ol style="list-style-type: none"> 1. Complete the College's reporting form. (CP1 Form A) 2. Discuss the Student's report with the Student Protection Officer (HOS) or Principal. 3. The Principal will take appropriate action in the circumstances. 4. Keep appropriate records of your decisions and actions.
	<ul style="list-style-type: none"> • You are a Principal and receive a report of this nature. 	<ol style="list-style-type: none"> 1. Interview the Student reporting the behaviour. 2. Interview the Staff Member named in the report as engaging in Inappropriate Behaviour. 3. Interview any other person who may be able to provide useful information. 4. Investigate. 5. Take appropriate action on the basis of your investigation. 6. Report to the Governing Body as appropriate. 7. Keep appropriate records of your decisions and actions. 8. If the Inappropriate Behaviour may be a criminal offence (i.e. grooming, stalking, etc.) report to the Police.

**APPENDIX A
REPORTING SUMMARY 2**

**MANDATORY REPORTING OF SEXUAL ABUSE, PHYSICAL ABUSE TO POLICE
AND/OR CHILD SAFETY**

Legislation	If	Then
<p>Reporting Sexual abuse or likely sexual abuse under sections 366 and 366B of the <i>Education (General Provisions) Act 2006</i>.</p>	<p>MANDATORY</p> <ul style="list-style-type: none"> • You are a MCC Staff Member; and • You are aware or reasonably suspect that a Student has been, or is likely to be, sexually abused by another person. 	<ol style="list-style-type: none"> 1. Complete the College’s reporting form. (<i>CP2 Form B Police</i> <u>OR</u> <i>CP3 Form C Child Safety</i>) 2. Discuss your concerns with your Principal. 3. The Principal will make a report to the Police and inform you in writing. 4. If you suspect the Principal is involved in the abuse, directly inform the designated Director of the Board who will report it to the Police and inform you in writing. 5. Keep appropriate records of your decisions and actions.
	<p>MANDATORY</p> <ul style="list-style-type: none"> • You are a Principal or a Director of the Board; and • A Staff Member, including a teacher, reports a concern that a Student has been, or is likely to be, sexually abused by another person. 	<ol style="list-style-type: none"> 1. Ensure that the College’s reporting form is completed. 2. Make a report to the Police immediately. 3. Inform the Governing Body of the report. 4. Keep appropriate records of your decisions and actions.
<p>Reporting Sexual and Physical abuse under Sections 13E and 13G of the <i>Child Protection Act 1999</i>.</p>	<p>MANDATORY</p> <ul style="list-style-type: none"> • You are a Mandatory Reporter (Teacher or Nurse), or Staff Member (all Staff Members are included by College Policy), and • You have a ‘reportable suspicion’, ie. a reasonable suspicion that a Student - <ol style="list-style-type: none"> a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and 	<ol style="list-style-type: none"> 1. Complete the College’s reporting form. 2. Discuss your concerns with your Principal for the purposes of forming an opinion whether there is a ‘reportable suspicion’. If a Mandatory Reporter (Teacher or Nurse) forms an opinion that there is a ‘reportable suspicion’, the Teacher or Nurse is required to report the matter to Child Safety (usually through the Principal or Designated Director by following the steps below).

	<p>b) may not have a parent able and willing to protect the Child from the harm</p>	<ol style="list-style-type: none"> 3. The Principal will make a report to Child Safety that will include the basis of forming the reportable suspicion and any information prescribed by regulation. 4. The Principal will inform you promptly in writing of their report. 5. If you suspect the Principal is involved in the abuse, directly inform the Designated Director of the Board, who will make a report to Child Safety as described above. The Designated Director will inform you promptly in writing of their report. 6. Keep appropriate records of your decisions and actions. 7. If the report relates to an allegation against you, you will ensure another Staff Member makes the report. 8. Whilst the College preference is for mandatory reporting to follow the process set out above, nothing in the above is intended to prevent a Mandatory Reporter under the Child Protection Act (Teacher or Nurse) from making a report directly to Child Safety upon forming a 'reportable suspicion'. However, if such a report is made, the Teacher or Nurse must advise the Principal or Delegated Director immediately and provide a complete copy of the report to the Principal or Designated Director, so that the College can take the necessary steps to ensure the safety and wellbeing of the child within the College community.
	<ul style="list-style-type: none"> • You are a Principal or a Director of the Board; and • A Mandatory Reporter (Teacher or Nurse) (or Staff Member under College Policy) reports a reportable suspicion to you. 	<ol style="list-style-type: none"> 1. Assist the Staff Member in determining whether there is a suspicion about whether a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm

		<p>caused by physical or Sexual Abuse.</p> <ol style="list-style-type: none"> 2. Ensure that the College's reporting form is completed. 3. Make a report to Child Safety. 4. If the reporter is a Mandatory Reporter (Teacher or Nurse), inform the teacher or nurse in writing of your report so that their own duty to report is fulfilled. 5. Inform the Governing Body of the Staff Member's report. 6. Keep appropriate records of your decisions and actions. 7. Take appropriate action to deal with suspected harm or risk of harm of a child.
--	--	--

APPENDIX A REPORTING TREE 1

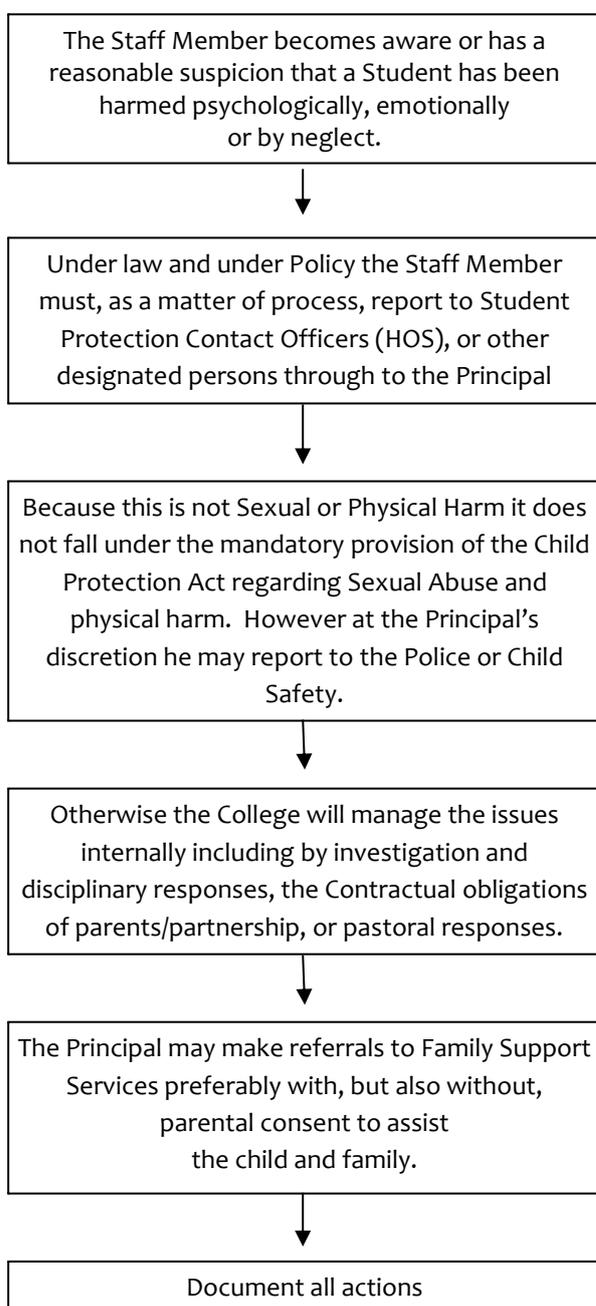
REPORTING

(1) **Discretionary Reporting of Student Welfare Concerns**

(except Sexual Abuse and physical abuse)

Psychological harm, emotional harm, self-harm, neglect, exploitation, inappropriate behaviour

[Report to HOS/Principal using **Form A** (CP1)]

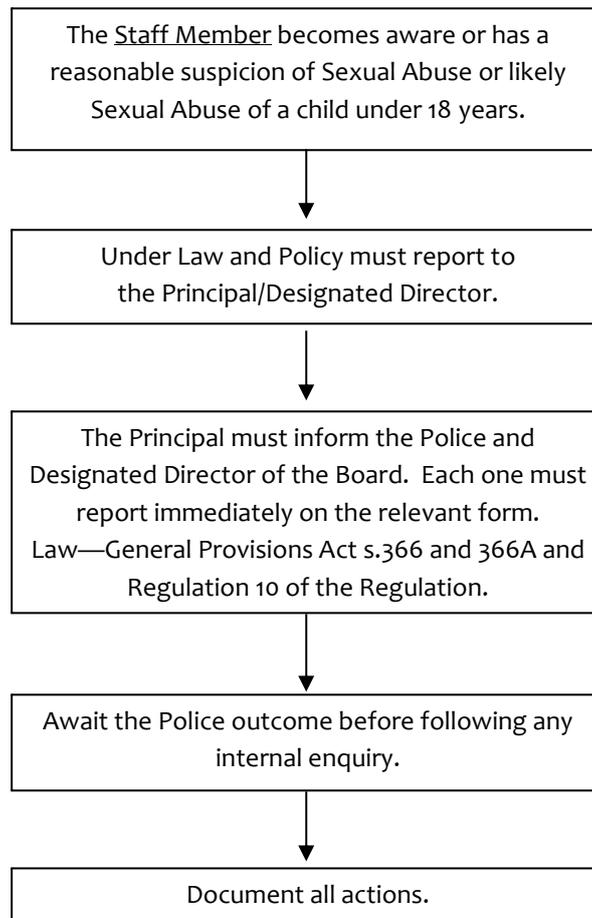


APPENDIX A REPORTING TREE 2

MANDATORY REPORTING – ALL STAFF

(2) Harm in the Nature of Sexual Abuse – Report to Police

[Report to Principal using **Form B** (CP2)]



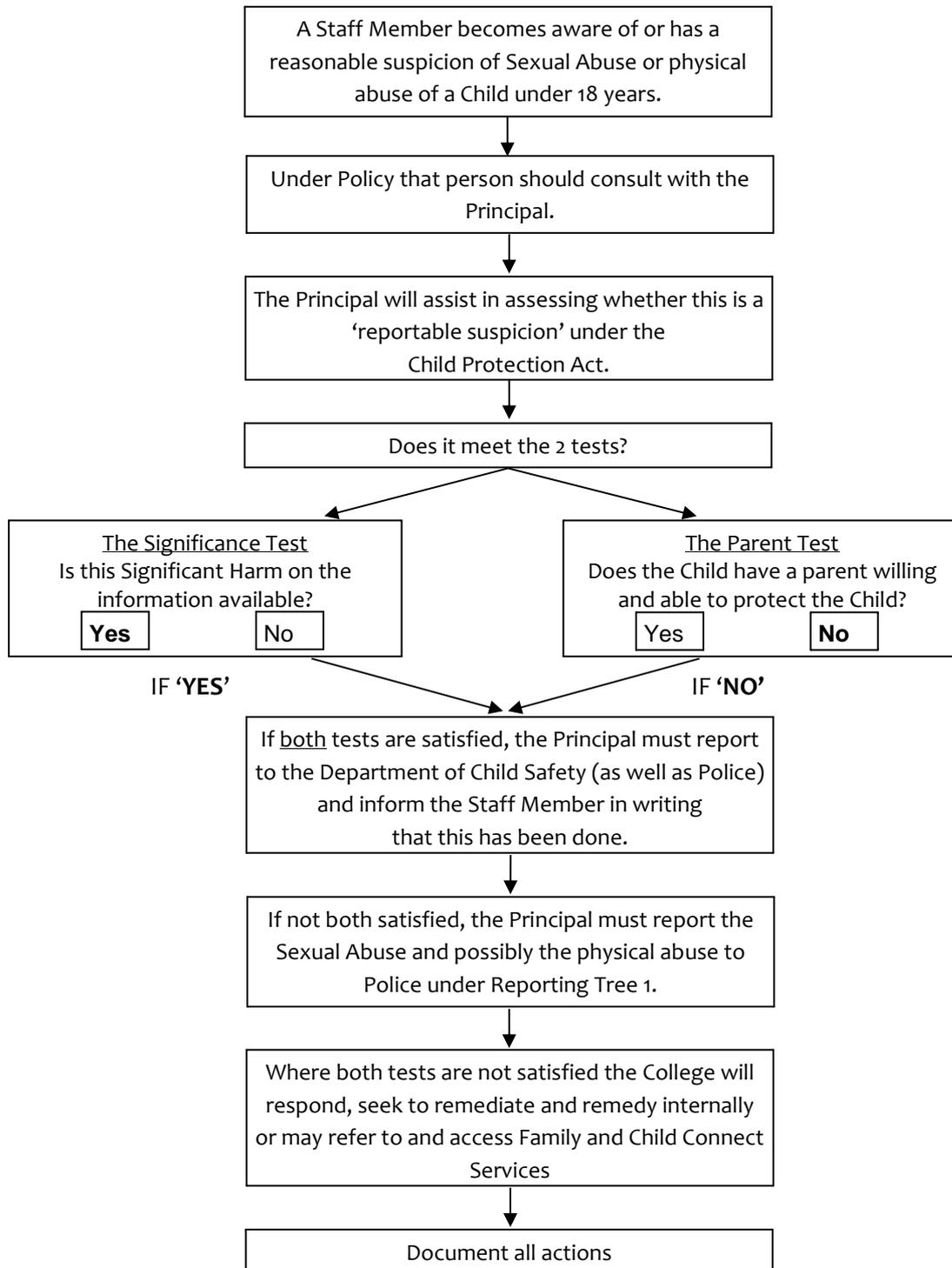
NB. Suspected Criminal Offences need to be reported to Police by discretion and in line with the best interests of the Child and the Common Law duty of care.

**APPENDIX A
REPORTING TREE 3**

MANDATORY REPORTING – ALL STAFF

(3) Harm in the Nature of Sexual or Physical Abuse – Report to Child Safety

[Report to HOS/Principal using **Form C** (CP3)]



NB: The above does not prevent a Mandatory Reporter (Teacher or Nurse) from forming their own 'reportable suspicion', in which case they will be obliged to report to Child Safety. The College preference is that such a report still be made through the Principal following the above process. Where the Mandatory Reporter makes the report directly to Child Safety, they must immediately notify the Principal or Designated Director and provide a complete copy of the report to them.



Mackay Christian College

a place where you belong

PO Box 3215 North Mackay QLD 4740
P: 07 4963 1100 E: mcc@mccmky.qld.edu.au W: www.mccmky.qld.edu.au
ABN 22 010 555 389 CRICOS 01085D

CP1

FORM A: FOR REPORTING OF **ALL STUDENT WELFARE CONCERNS**
EXCEPT SEXUAL ABUSE AND PHYSICAL ABUSE

CONFIDENTIAL

Staff are required under Policy to report any concerns regarding psychological or emotional harm, self-harm, neglect, exploitation or inappropriate behaviour to the relevant Head of School or the Principal.

This form is to be initiated by the Staff Member who has become aware of a concern and forwarded to the relevant Head of School or Principal. The HOS will review the form and sign the form as evidence of their review.

Student Name: _____ **YR/HFG:** _____

Student's Residential Address: _____

Gender: M / F **Date of Birth:** _____

I first became aware/suspected student welfare concerns (approx. date): _____

I became aware of this issue because the student involved:

- spoke to me directly spoke to another student
- spoke to another staff member was observed by me
- other _____

Identity of person suspected/likely to have caused abuse: _____

Brief description of the issue and student's story:

Others who may have relevant information:

(complete over page)



Mackay Christian College

a place where you belong

PO Box 3215 North Mackay QLD 4740

P: 07 4963 1100 E: mcc@mccmky.qld.edu.au W: www.mccmky.qld.edu.au

ABN 22 010 555 389 CRICOS 01085D

CP2

FORM B: FOR MANDATORY REPORTING TO **POLICE**
OF REPORTABLE KNOWN/SUSPECTED/LIKELY SEXUAL ABUSE

CONFIDENTIAL

Staff are required under Policy to report all incidents of known, suspected or likely Sexual Abuse whether the situation has occurred inside or outside the College.

This form is to be initiated by the Staff Member who has become aware of or suspects there may be Sexual Abuse of a student, and is to be forwarded to the relevant Head of School and Principal. The HOS and Principal will review the form and sign the form as evidence of their review.

Student Name: _____ **YR/HFG:** _____

Student's Residential Address: _____

Gender: M / F **Date of Birth:** _____

I first became aware/suspected likely sexual/physical abuse (approx. date): _____

I became aware of this issue because the student involved:

- spoke to me directly spoke to another student
- spoke to another staff member was observed by me
- other _____

Identity of person suspected/likely to have caused abuse: _____

Brief description of the issue and student's story:

Others who may have relevant information:

(complete over page)



Mackay Christian College

a place where you belong

PO Box 3215 North Mackay QLD 4740
P: 07 4963 1100 E: mcc@mccmky.qld.edu.au W: www.mccmky.qld.edu.au
ABN 22 010 555 389 CRICOS 01085D

CP3

FORM C: FOR MANDATORY REPORTING TO **CHILD SAFETY**
OF REPORTABLE SUSPICION OF SEXUAL OR PHYSICAL HARM

CONFIDENTIAL

Staff are required under Policy to report all incidents of known, suspected or likely Sexual Abuse whether the situation has occurred inside or outside the College.

This form is to be initiated by the Staff Member who has become aware of or suspects there may be Sexual Abuse or physical harm of a student, and is to be forwarded to the relevant Head of School and Principal. The HOS and Principal will review the form and sign the form as evidence of their review.

Is this report about: Sexual Harm Physical Harm Psychological Harm
 Emotional Harm Neglect Exploitation

Does this issue pass the 'Significant Harm' test? Yes No
(Do you suspect significant harm to the child?)

Does this issue pass the 'Parent Test'? Yes No
(Is the child's parent willing and able to protect the child?)

Student Name: _____ **YR/HFG:** _____

Student's Residential Address: _____

Gender: M / F **Date of Birth:** _____

I first became aware/suspected likely sexual/physical abuse (approx. date): _____

I became aware of this issue because the student involved:

- spoke to me directly spoke to another student
- spoke to another staff member was observed by me
- other _____

Identity of person suspected/likely to have caused abuse: _____

Brief description of the issue and student's story:

(complete over page)

APPENDIX C

CHILD PROTECTION RISK MANAGEMENT STRATEGY

No.	Action	Yes	No	Comments
1.	Are Blue Cards current for the following? (Attach register summaries)			
	1. College Board members			
	2. Employees			
	3. Volunteers			
	4. Student teachers			
	5. Homestay providers			
	6. Overnight stay: Campsite Staff, Service providers			
	7. Sports coaches, tutors etc			
2.	Have all staff and volunteers been provided with the Child Protection Code of Conduct?			
3.	Have all job applications been checked to ensure child protection?			
4.	Have all visitors to school programs used the sign in/sign out procedure?			
5.	Have all employees and volunteers received the College's Child Protection training? (Attach details of this training).			
6.	Is the College's Child Protection Policy posted on the College's website?			
7.	Is the College's Child Protection Policy found in the General Staff Handbook (for all employees)?			
8.	Is the College's Child Protection Policy (Summary) found in the Departmental Handbooks?			
9.	Has specific child protection training been provided to:			
		Department	When	
		Teachers		
		Ancillary		
10.	Have any reports re suspected harm to a child or inappropriate behaviour towards a child (for this year) been properly lodged?			
11.	Have Child Protection risk management strategies been included in plans for excursions, camps and special events (eg concerts)			
12.	Have the following registers been maintained?			
	1. Blue Card status (volunteers/staff);			
	2. Camp (Excursion/trip) personnel;			
	3. Permission/approvals for student photos/digital images;			
	4. Child Protection Incidents; and			
	5. Complaints and disclosures of harm.			
Signed: _____ Date: _____				