



## Hillbrook Anglican School Procedures to Implement:

### The Anglican Church Southern Queensland Student Protection in Anglican Schools Policy and Procedures (2015)

#### 1.0 Introduction

Hillbrook Anglican School has adopted *the Anglican Church Southern Queensland Student Protection in Anglican Schools Policy and Procedures (2015)* for handling all disclosures or suspicions of harm. This document outlines the processes specific to Hillbrook and is to be read and applied in conjunction with the *ACSQ SP Policy and Procedures*.

#### 2.0 Responding to Student Protection Concerns

- 2.1 Employees are bound by a number of obligations including those as prescribed by legislation and policy to report reasonable suspicions of sexual abuse, likely sexual abuse, significant harm or an unacceptable risk of significant harm of a student or inappropriate behaviour towards a student. All employees are to ensure they are aware of their responsibilities for reporting harm as outlined in the *ACSQ Student Protection Policy & Procedures*.
- 2.2 All volunteers and contractors are required to read and sign the Student Protection Policy and Procedures Guide for coaches, tutors, volunteers and visitors to Anglican Schools. This guide forms part of the induction package and can also be found on the school website ([www.hillbrook.qld.edu.au/student-protection/](http://www.hillbrook.qld.edu.au/student-protection/)) and on [online@hillbrook](mailto:online@hillbrook) in the Staff Files section.
- 2.3 All employees, volunteers and visitors are to respond in an appropriate timely manner to all student safety concerns. The welfare and safety of the student is paramount in all circumstances. Where there is any doubt about an allegation, suspicion or report of harm of a student by any person the decision must be in favour of reporting the allegation.
- 2.4 Hillbrook Anglican School has appointed the following staff as Student Protection Officers (SPO):  
  
**Mrs Sue Forbes - Counsellor**  
**The Rev'd Sharon Baird - Chaplain**  
**Mr Steven Cambridge - Subject Co-ordinator**
- 2.5 Students and parents who have concerns or information relating to the safety of one of our students are encouraged to report the information to a SPO or the Principal. Students can also report concerns to any trusted adult at Hillbrook Anglican School.
- 2.6 Employees and volunteers are encouraged to speak to a Student Protection Officer (SPO) about any concerns and course of action. The SPO will, if required, consult the Child Protection Guide (Qld). The Guide can be accessed via the link provided on [online@hillbrook](mailto:online@hillbrook) under Student Protection. The Child Protection Guide should be considered a tool to assist prior to making a formal report or referral. It provides recommendations only which are to be considered with all of the available information, knowledge and experience held by the SPO.

Information about Student Protection concerns will be kept confidential, however it is allowable under the *Child Protection Act 1999* to consult with another employee working within the school to assist in responding to reasonable suspicions of harm or unacceptable risk of harm of a student.

- 2.7 Employees may also consult the Student Protection Guidelines 2016 to assist in responding to allegations of abuse and harm. The information contained in this document has been drawn from many and varied sources, providing a time-saving and comprehensive central resource, templates and tools to assist in becoming aware, vigilant and confident in responses to Student Protection issues. It has been designed for use by Student Protection Officers, Principals, teachers and school staff as an initial point of reference and understanding of the complex issues, legislation and obligations surrounding Student Protection. The Guidelines are available on [online@hillbrook](mailto:online@hillbrook) in the Staff Files section.

### 3.0 Reporting Processes

- 3.1 The following information provides details about how to make a report of suspected harm, unacceptable risk of harm of a student and/or inappropriate behaviour. Forms are to be completed by the staff member who is made aware of the abuse or likely abuse with the guidance and assistance of a SPO or the Principal. Reports are given immediately to the Principal who will report to the required State authority. The Principal is always to be consulted and/or informed before a matter is reported. In the circumstance where the matter involves the Principal, the Chair of the School Board is to be informed and consulted.
- 3.2 All Student Protection Reporting forms are to be electronically completed with all available detail provided to assist the relevant State authority with their assessment and investigation.
- 3.3 All forms are accessible via [online@hillbrook](mailto:online@hillbrook) in the Staff Files/ Student Protection section. Forms must be opened using Adobe Acrobat Reader and cannot be opened using the Apple Preview Application.
- 3.4 ***Form 1: Suspected Sexual Abuse or Likely Sexual Abuse Report***  
Use this form to report suspected sexual abuse or likely sexual abuse of a student by another person. This form is to be typed and saved by the staff member and then emailed but the Principal to the relevant Qld Police Service Child Protection Investigation Unit (CPIU - QPS) and if necessary to the relevant Child Safety Regional Intake Service (RIS - Child Safety).
- 3.5 ***e-Report Form: Report to Child Safety Services***  
Use this form to report suspected harm or unacceptable risk of harm of a student by another person where the circumstance meets the threshold for reporting to Child Safety. That is, when a reasonable and honest suspicion has been formed that a child has suffered, is suffering or is at risk of suffering significant harm and may not have a parent able and willing to protect the child from harm.
- 3.6 ***Form 2: Report to Director of Professional Standards (Principal Only)***  
The Principal uses this form when a Form 1 or an e-Report Form has been completed and provided to a State Authority. It is sent to the Director, Professional Standards, Anglican Church Southern Queensland and the Chair of the School Board.
- 3.7 ***Form 3: Inappropriate Behaviour***  
Use this form to report an allegation or incident involving a staff member or volunteer. This form is to be typed and emailed to the Principal. The Principal then emails a copy to the Director, Professional Standards, Anglican Church Southern Queensland and the Chair or delegate of the School Board. Following investigation, the incident is added to the Student Protection Register of Reports and the report is sealed and placed in a specifically designated file. A reference note is then added to the staff member's personnel file with the Register of Report file number only.
- 3.8 ***Form 4: Harm Concern Advice***  
This is an internal form and can be completed by a staff member when a harm concern is

identified or if there is a suspicion of harm and the concern is discussed with a Student Protection Officer. The completed form is to be provided to the Student Protection Officer and placed in the relevant student's file.

### 3.9 *e-Referral Form - Family and Child Connect (FaCC)*

This form is used to refer matters to a Family and Child Connect service (FaCC). Where the threshold for reporting to Child Safety is not reached (ie. a student does have a parent willing and able to protect) SPOs and/or the Principal may refer families to a FaCC for further assistance and support.

## 4.0 Student Protection Records

- 4.1 The notes, records and reports staff members make about student protection concerns are important documents containing sensitive information. Staff members could be interviewed as part of an investigation, or required to attend court. They may need to refer to their notes later. These notes could be subpoenaed and become the subject of court proceedings. Refer to the *ACSQ SP Policy and Procedures* p19 for more detailed information.
- 4.2 A Register of Reports is maintained confidentially by the Assistant to the Company Secretary and copies of reports are stored securely in numbered envelopes by the Deputy Principal - Pastoral/ Curriculum.

## 5.0 Additional Information

- 5.1 Resources Sheets published by the Anglican Church Southern Queensland can be accessed from T:/ drive under the Student Protection folder. These documents provide further information on harm, abuse, grooming, definitions and legislative requirements.
- 5.2 Other resources are also available in the Staff Reference section of the Library and in the Careers/ Counselling Library.