

## Hillbrook Anglican School Procedures to Implement:

### The Anglican Church Southern Queensland Protecting Children and Young People in Anglican Education Policy and Procedures

#### 1.0 Introduction

Hillbrook Anglican School has adopted *the Anglican Church Southern Queensland Protecting Children and Young People in Anglican Education Policy and Procedures* 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 Protecting Children and Young People in Anglican Education 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 Protecting Children and Young People in Anglican Education Policy & Procedures* available on our school website at the following [link](#) as well as the School's Staff Portal.
- 2.2 All volunteers and contractors are required to read and sign the Student Protection Induction Overview 'Creating Environments for Students to Thrive' for those working or volunteering in Anglican Schools. This guide forms part of the induction package and can also be found on the school website (<https://www.hillbrook.qld.edu.au/discover-hillbrook/student-protection/>) and on the Staff Portal. All volunteers must also confirm that they are eligible to apply for a Blue Card even if they are not required to hold one.
- 2.3 All employees, volunteers and visitors are to respond promptly within 48 hours of notification 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 as required in relevant legislation (refer ACSQ policy).
- 2.4 Hillbrook has appointed the following staff as Student Protection Officers (SPO):

**Mrs Stephanie Munday-Lake – Deputy Principal**  
**Mr Mark Herriman – Deputy Principal**  
**Mrs Miriam Scott – Teacher**  
**Mrs Sue-Ellen Taylor – Teacher**  
**Mr Andrew Perry – Teacher**  
**Mr Tom Williams - Teacher**

- 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.
- 2.6 Employees and volunteers are encouraged to speak to a SPO about any concerns and course of action. The SPO, if required, will consult the Child Protection Guide – Qld (the Guide). The Guide can be accessed via the link provided in Staff Policies – Student Protection at the Staff Portal or at the following [link](#). The Child Protection Guide should be considered a tool for assistance prior to making a formal report or referral. It provides recommendations, which are only 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 should consult the *ACSQ Protecting Children and Young People in Anglican Education Guidelines and Procedures* to assist in responding to allegations of abuse and harm. The information contained in this document is comprehensive providing a clear central resource 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. Compliance with these Procedures is mandatory. The Guidelines and Procedures are available in the Staff Policies – Student Protection section in the Staff Portal.

### 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 or a matter of concern. The **Protection Form** is 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 and if required, a report is made to the required State authority. The Principal must always 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 completed **Protection Forms** are to be added to the Student Protection Register of Reports, given a reference number, sealed and placed in the designated secure cabinet.
- 3.3 The **Protection Form** is to be electronically completed with all available detail in order to assist the relevant State authority with their assessment and investigation.
- 3.4 The **Protection Form** is accessible via Staff Policies – Student Protection on the Staff Portal. A list of Key Contacts is also available for reference.
- 3.5 ***Protection Form for Reporting of All Concerns***

The **Protection Form** is to be completed when reporting any of the following identified alleged incidents:

- Suspected sexual abuse or likely sexual abuse of a child or young person
- Concern relating to inappropriate behaviour of a staff member or volunteer
- Harm concern is identified.

All concerns that are reported to a Student Protection Officer or the Principal are to be recorded on the **Protection Form**.

The **Protection Form** is also required to be completed if the matter meets the definition of concern: *Information of whatever nature and from whatever source, that leads to a reasonable suspicion of circumstances that may have posed, or continues to pose, a risk to the physical or psychological safety of a child or young person.* Where matters are not required to be reported to a statutory authority it is still necessary for the relevant sections of the **Protection Form** to be completed. This form is to provide a record that reflects and supports the decision-making process and is to be completed by the staff member who first identifies, or otherwise receives, the concerns.

### 3.6 **Reporting Suspected Sexual Abuse or Likely Sexual Abuse**

If a child or young person has been or is likely to be sexually abused, the process set out in the *ACSQ Protecting Children and Young People in Anglican Education Procedures* must be followed and the **Protection Form** must be completed. This form is to be provided to the Principal who is responsible for immediately reporting the matter to the Police. If the matter relates to a child who may be in need of protection refer to Clause 3.6 of this Policy. The Principal must ensure the Chair of the School Board is immediately informed of the report.

### 3.7 **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. Refer to the online Child Protection Guide to assist with decision-making at this [link](#). A copy of the report to Child Safety is to be retained with a copy of the **Protection Form** in a secure location.

### 3.8 **Reporting Inappropriate Behaviour**

The **Protection Form** must be completed to report an allegation or incident involving a staff member or volunteer. This form is to be completed electronically and emailed to the Principal. The Principal will email a copy to the Chair or delegate of the School Board. Following an 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 **Harm Concern Advice**

This is an internal matter and the **Protection Form** can be completed by a staff member when a concern of harm 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 secure and confidential cabinet.

### 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.

### 3.10 **Delegation of the School Board**

The delegate of the governing body of Hillbrook Anglican School is the Chair of the School Board. The Principal must report to the Chair of the School Board on at least a quarterly basis on the implementation of the Student Protection Policy and Procedures and learnings from the application of the policy to the management of the School including strategic risks.

When receiving a report of reasonable suspicion of sexual abuse or likely sexual abuse of a child or young person (student) or having a reasonable belief of a child sexual offence committed by an adult, that is not known to have been reported to the Police, the delegate of the School Board must:

- (a) provide this report to the Police immediately; and
- (b) inform, in writing, any person who provided this report as part of their responsibilities detailed in the ASC student protection policy, that the matter has been reported to the Police.

The Chair of the School Board is the delegate to receive reports regarding:

- (i) alleged inappropriate behaviour by past or current staff members or volunteers
- (ii) additional matters potentially significant impact on the strategic operation of the School or ELC.

## 4.0 Student Protection Records

- 4.1 The notes, emails, 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 Protecting Children and Young People in Anglican Education Policy and Procedures* for more detailed information.
- 4.2 A Register of Reports is maintained confidentially by the Executive Assistant to the Principal and/or to the Personal Assistant to the Chief Operations Officer and copies of all reports are to be stored securely in numbered envelopes in the Deputy Principal's office.

## 5.0 Training

- 5.1 All staff and Board directors are required to undertake the annual online student protection training and completion is to be recorded. The training must be completed by all staff within the stated timeline. All new staff must complete the ASC online student protection induction training when they commence employment at the School.
- 5.2 Training is to be overseen and recorded by the Student Protection Officers or other qualified staff.
- 5.3 All new staff members must read and acknowledge the ACSQ Induction overview 'Creating Environments for Students to Thrive' prior to commencing work or volunteering at Hillbrook.

## 6.0 References

- 6.1 Anglican Church Southern Queensland Policy: Protecting Children and Young People in Anglican Education V1.1
- 6.2 Anglican Church Southern Queensland Protecting Children and Young People in Anglican Education Guidelines and Procedures V1.1
- 6.3 Other resources are also available in the Staff Reference section of the Library and in the Careers/Counselling Library.