

## PROCEDURES FOR REPORTING HARM

The following table outlines the procedures for reporting 'harm' which will apply at Hubbard's School.

Procedures for Reporting Harm		
<b>Scope</b>	<p>These procedures apply to students, parent's/guardians of 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 a Hubbard's School.</p> <p>These procedures are relating to:</p> <ul style="list-style-type: none"> <li>- 'harm' of any student at Hubbard's School; and</li> <li>- 'behaviour' of any person that a student at Hubbard's School considers inappropriate.</li> </ul>	
<b>Definition</b>	<p>Section 9 of the Qld Child Protection Act of 1999 states that "Harm" to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.</p> <p><b>Harm</b></p> <p>It is immaterial how the harm is caused. Harm can be caused by:</p> <ul style="list-style-type: none"> <li>- physical, psychological or emotional abuse or neglect;</li> <li>- sexual abuse or exploitation;</li> <li>- a single act, omission or circumstance; or</li> <li>- a series or combination of acts, omissions or circumstances.</li> </ul> <p>Section 10 of the Child Protection Act 1999 -A "child in need of protection" is a child who—</p> <ol style="list-style-type: none"> <li>a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and</li> <li>b) does not have a parent able and willing to protect the child from the harm.</li> </ol>	
<b>Procedures Overleaf Provide Information Concerning:</b>		
<b>Reporting Sexual Abuse</b>	<b>Reporting Likely Sexual Abuse</b>	<b>Reporting Physical &amp; Sexual Abuse</b>
<b>Reporting of Harm (other than sexual abuse)</b>	<b>Reporting of Inappropriate Behaviour</b>	<b>Reporting Investigation of Harm</b>

Subject	If	Then
<b>Reporting Sexual Abuse<sup>1</sup></b>	<p>Section 366 of the Qld Education (General Provisions) Act of 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:</p> <ul style="list-style-type: none"> <li>a) a student under 18 years attending the school;</li> <li>b) a kindergarten aged child registered in a kindergarten learning program at the school;</li> <li>c) a person with a disability who:               <ul style="list-style-type: none"> <li>i. under section 420(2) of the <i>Education (General Provisions) Act 2006</i> is being provided with special education at the school; and</li> <li>ii. is not enrolled in the preparatory year at the school.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- 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 governing body immediately.</li> <li>- The school's Principal or the director of the school's governing body must immediately give a copy of the report to a police officer.</li> </ul>
	<p>If the first person 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.</p> <p>A report under this section must include the following particulars:</p>	<ul style="list-style-type: none"> <li>a. the name of the person giving the report (the <b>first person</b>);</li> <li>b. the student's name and sex;</li> <li>c. details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;</li> <li>d. details of the abuse or suspected abuse;</li> <li>e. any of the following information of which the first person is aware:               <ul style="list-style-type: none"> <li>- the student's age;</li> <li>- the identity of the person who has abused, or is suspected to have abused, the student;</li> <li>- the identity of anyone else who may have information about the abuse or suspected abuse<sup>2</sup>.</li> </ul> </li> </ul>

<sup>1</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10(5)(a)

<sup>2</sup> Education (General Provisions) Regulation 2017 (Qld) s.68

Subject	If	Then
<b>Reporting Likely Sexual Abuse<sup>3</sup></b>	<p>Section 366A of the <i>Education (General Provisions) Act 2006</i> 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:</p> <ul style="list-style-type: none"> <li>a) a student under 18 years attending the school;</li> <li>b) a kindergarten aged child registered in a kindergarten learning program at the school;</li> <li>c) a person with a disability who:               <ul style="list-style-type: none"> <li>i. under section 420(2) of the <i>Education (General Provisions) Act 2006</i> is being provided with special education at the school; and</li> <li>ii. is not enrolled in the preparatory year at the school.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- The school's Principal or the director of the school's governing body must immediately give a copy of the report to a police officer.</li> </ul>
	<p>If the first person who 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.</p> <p>A report under this section must include the following particulars:</p>	<ul style="list-style-type: none"> <li>i. the name of the person giving the report (<b>the <i>first person</i></b>);</li> <li>j. the student's name and sex;</li> <li>k. details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;</li> <li>l. any of the following information of which the first person is aware:               <ul style="list-style-type: none"> <li>- the student's age;</li> <li>- the identity of the person who is suspected to be likely to sexually abuse the student;</li> <li>- the identity of anyone else who may have information about suspected likelihood of abuse<sup>4</sup>.</li> </ul> </li> </ul>

<sup>3</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10(5)(a)

<sup>4</sup> Education (General Provisions) Regulation 2017 (Qld) s.69

Subject	If	Then
<b>Reporting Physical and Sexual Abuse</b>	<p>Under Section 13E (3) of the <i>Child Protection Act 1999</i>, if a doctor, a registered nurse, a teacher or an education and care professional as defined by the act forms a 'reportable suspicion' about a child during their engagement in their profession, they must make a written report.</p> <p>A <b>reportable suspicion</b> about a child is a reasonable suspicion that the child:</p> <ul style="list-style-type: none"> <li>m. has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and</li> <li>n. may not have a parent able and willing to protect the child from the harm.</li> </ul>	<ul style="list-style-type: none"> <li>- The doctor, nurse, teacher or education and care professional must give a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the <i>Child Protection Act 1999</i>).</li> <li>- The doctor, nurse, teacher or education and care professional should give a copy of the report to the Principal.</li> </ul> <p>A report under this section must include the following particulars:</p> <ul style="list-style-type: none"> <li>o. state the basis on which the person has formed the reportable suspicion</li> <li>p. include the information prescribed by regulation, to the extent of the person's knowledge<sup>5</sup>.</li> </ul>
<b>Reporting of Harm (other than sexual abuse)<sup>6</sup></b>	<p>You are a staff member; and</p> <ul style="list-style-type: none"> <li>q. You are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by any type of abuse (see below); and</li> <li>r. You are aware or reasonably suspect that a student may not have a parent able and willing to protect the child from the harm.</li> </ul> <p>You are the Principal; and</p> <ul style="list-style-type: none"> <li>s. A staff member has reported a concern that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm and the student that may not have a parent willing and able to protect them</li> </ul>	<ul style="list-style-type: none"> <li>- Complete the school's reporting form</li> <li>- Discuss your concerns with your Principal</li> <li>- Work through the Child Protection Policy with the Principal</li> <li>- Keep appropriate records of your decisions and actions</li> </ul> <ul style="list-style-type: none"> <li>- Receive the school's reporting form</li> <li>- Work through the Child Protection Policy with the staff member</li> <li>- Support the staff member's decision, if appropriate, by emailing the staff member's report to Child Safety,</li> <li>- Keep appropriate records of your decisions</li> </ul>

<sup>5</sup> Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"

<sup>6</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10

		and actions
<b>Reporting of Inappropriate Behaviour<sup>7</sup></b>	You are a student; and  t. A staff member at the school has behaved in a way you consider is inappropriate	- Report the behaviour to a stated staff member (Hubbard's School Principal)
	You are a staff member; and  u. A student has reported to you behaviour of another staff member that the student considers is inappropriate  - Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority	- Complete the school's reporting form - Discuss the student's report with your Principal - The Principal will take appropriate action in the circumstances - Keep appropriate records of your decisions and actions
	You are a principal; and  v. A staff member has reported to you a student's report of the inappropriate behaviour of another staff member  - Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority	- Receive the school's reporting form - Interview the student reporting the behaviour - Interview the staff member named in the report as engaging in inappropriate behaviour - Interview any other person who may be able to provide useful information - Take appropriate action on the basis of your investigation - Keep appropriate records of your decisions and actions

<sup>7</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10

<b>Reporting Investigation of Harm</b>	<p>You are a principal; and</p> <p>w. The school is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher</p>	<p>As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers. The notice must include the following:</p> <ul style="list-style-type: none"> <li>- the name of the principal;</li> <li>- the name of the school;</li> <li>- the name of the relevant teacher;</li> <li>- the day the investigation started; and</li> <li>- the allegation, particulars of the allegation and any other relevant information</li> </ul>
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## 10. USEFUL CONTACTS

Ipswich CPIU	(07) 3817 1520
Queensland Police - Headquarters:	(07) 3364 6464
Department of Communities (Child Safety Services):	1800 811 810 (free call, Qld only)
	1800 177 135 (after hours, free call, Qld only)
Commission for Children and Young People and Child	(07) 3211 6700 or 1800 688 275 (Free call)
Guardian: Centacare:	(07) 3336 9246
Queensland College of Teachers:	(07) 3377 4777
Brisbane Sexual Assault Service - Royal Women's Hospital:	1800 010 120 (free call, Qld only)
	(07) 3636 5206 (Crisis service)
	(07) 3636 5206 (After hours phone)
Lifeline (24 hour counselling service):	13 11 14 (24 hour)

## HARM REPORTING FORM

(PRIVATE AND CONFIDENTIAL)

### REPORT OF SUSPECTED HARM OR SEXUAL ABUSE

Date:
School:
School Phone:
School Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE		
Legal Name:	Preferred Name:	
DOB:	Gender:	
Year Level:	Cultural Background:	
Primary language spoken:		
Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>	Aboriginal & Torres Strait Islander <input type="checkbox"/>
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:	
Student's Residential Address:	Phone:	
	Student's Personal Mobile:	

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 <input type="checkbox"/> No <input type="checkbox"/>		
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

**PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE**

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by 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 of anyone else who may have information about the harm or abuse

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:		
Response requested by school:		

**ACTION TAKEN**

Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

**Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this repo**



