

Student Protection Reporting Procedure

This document outlines the procedures for reporting inappropriate conduct by staff members and suspected abuse, in accordance with Section 16 of the Accreditation Regulation and relevant legislation in Queensland.

1. Reporting Inappropriate Conduct of a Staff Member

Students may report inappropriate conduct by a staff member to either of the following designated staff members:

- Student Protection Contact (SPC) – Janelle Hayes (Senior Teacher), Jessica Hay (Forest School Leader),
- Principal – Anne English

These staff members are known and accessible to students across all school and are trained in receiving and managing student protection concerns.

To support student understanding:

- Age-appropriate resources (e.g. posters, brochures, digital guides) are available.
- Staff regularly explain the process during assemblies and classroom sessions.

2. Handling of Reports by Designated Staff Members

Upon receiving a report, the designated staff member must:

- Listen respectfully and confidentially.
- Document the report using the school's Student Protection Reporting Form.
- Immediately escalate the concern to the Principal.
- Ensure the student is supported, including access to counselling or wellbeing services.

3. Immediate Reporting of Abuse or Suspicion of Abuse

The school ensures compliance with the following legal obligations:

a. Sexual Abuse, Suspected Sexual Abuse or Likely Sexual Abuse

A staff member must give a written report about the abuse or suspected abuse or likely sexual abuse to the principal or to a director of the schools governing body immediately. The school's principal or the director must report to and immediately give a copy of the report to the Queensland Police or Department as per Section 366 and 366A of the Education (General Provisions) Act 2006.

b. Reportable Suspicion

Must be reported to Child Safety Services if a staff member reasonably suspects a child has suffered or is at risk of significant harm and may not have a parent that is able and willing to protect the child, as per Section 13E of the Child Protection Act 1999.

4. Clarity and Staff Awareness

The written process clearly states that reporting must occur **immediately**.

Staff are trained annually on:

- What constitutes "immediate" reporting (i.e. without delay).
- Their legal obligations under the relevant Acts.
- How to support students during and after a report.