



Child Safe Program

Reporting a Child Safety Incident or Concern Internally Policy and Procedures

Purpose

The Written Processes for Responding to Harm or Allegations of Harm to Students summarises the College's procedures for responding to child safety incidents and concerns. It requires that all Staff, and certain Volunteers and Contractors, must report any incidents of or concerns about:

- the sexual abuse of a student
- inappropriate behaviour of other staff members towards a student
- other kinds of harm to a student

internally to the College in addition to meeting any external reporting obligations.

This Policy and its Procedures provide additional guidance on implementing the Written Processes for Responding to Harm or Allegations of Harm to Students and outline when and how you must report the above matters, as well as all other child safety incidents or concerns, internally to the College.

It is important to remember at all times that the safety and welfare of the student are paramount.

Scope

If you are a staff member, Volunteer or Contractor, and you:

- witness a child safety incident at the College or a College event, or in any other College environment; or
- have a child safety concern about a student, staff member, Volunteer, Contractor, Visitor or any other person associated with the College

this Policy and its Procedures apply to you.

This Policy and its Procedures apply in all College environments, including physical and online environments, and on-site and off-site College grounds (e.g. camps and excursions, and interstate and overseas travel).

Policy Statement

1. You **must** report, internally to the College, any and all child safety incidents or concerns that:

- occur at the College, at College events, or in College environments; or
- involve students (including students aged 18 or over), Staff, Volunteers, Contractors, Visitors or any other person associated with the College.

2. You **must** document your internal report, following Record Keeping (Child Safeguarding) Policy and Procedures.

3. Following this Policy and its Procedures does not replace other legal and policy obligations that you may have. In addition to reporting internally, you **must also** follow all responding and reporting obligations that apply to you. These are explained in the Written Processes for Responding to Harm or Allegations of Harm to Students. Depending on the circumstances, these obligations may include:

- reporting to the Department of Child Safety
- reporting to the Police
- taking steps to protect students from future risks of abuse or other harm, where those steps are within your power or responsibilities to take (to meet your duty to protect obligations)
- reporting teacher misconduct to the Queensland College of Teachers
- providing information to other external agencies.

Procedures

What to Report Internally

You must report child safety incidents or concerns that occur at the College or College events, or that involve students or Staff, Volunteers or Contractors. These include (but are not limited to):

- children and young people (including but not limited to students aged under 18) who may be “in need of protection” because they:
 - have suffered, are suffering, or are at unacceptable risk of suffering, significant harm; and
 - do not, or may not, have a parent able and willing to protect them from the harm
- students aged 18 or over who may be experiencing, or at risk of experiencing, abuse or other harm
- criminal offences against any child or young person, or against a student aged 18 or over
- conversion therapies (practices that attempt to change or suppress sexual orientation or gender identity) against a child, young person or student aged 18 or over
- conduct by Staff, Volunteers and Contractors that may be “reportable conduct” under the Reportable Conduct Policy and Procedures
- breaches of the Child Safeguarding Codes of Conduct
- any and all other child safety incidents or concerns that occur at the College or a College event or that involve students, Staff, Volunteers, Contractors or Visitors.

For more information about each of these concepts, refer to the full definition of “child safety incident or concern” on the **Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures** landing page.

How to Report Internally

In most cases, you can report internally to either the Principal or a Child Protection Officer.

However, if the child safety incident or concern involves:

- the sexual abuse or likely sexual abuse of a student (i.e., you are making a Mandatory Internal Report of Sexual Abuse), you **must** report it directly to either the Principal or Chair of the College Council (who is the College Council's delegate for these reports)
- harmful sexual behaviour by a student, you **must** report it directly to the Principal
- conduct by a staff member, Volunteer or Contractor that has caused or has the potential to cause harm to students, you **must** report it directly to the Principal or, if the matter involves the Principal, to the Chair of the College Council by emailing governance@calvarycc.qld.edu.au
- reportable conduct, you **must** report it to the Principal and CEO (the Principal) or, if the matter involves the Principal and CEO (the Principal), to the Chair of the College Council.

For more information, refer to the internal reporting procedures set out in **Mandatory Reporting to Police (and Mandatory Internal Reporting) of Sexual Abuse/Suspicion of Likely Sexual Abuse** section of the **Reporting to Police Policies and Procedures, Reportable Conduct Policy and Procedures** and **Recognising and Responding to Sexual Behaviour in Children and Young People Policies and Procedures**.

Conferring with a Colleague

If you suspect that a student may be experiencing abuse or other harm, or that their safety may be at risk, but you are unsure whether your concern rises to the levels required for external reporting to the relevant authority, you should immediately raise your concerns with a Child Protection Officer. They can assist you in clarifying your concerns and managing the next steps.

This is called “**conferring with a colleague**” and is expressly permitted by Queensland law.

However, if you have conferred with, or reported internally to, a Child Protection Officer, the Principal or another person, and they tell you not to report externally, you **must still** comply with any legal external reporting obligations that apply to you if – in your own mind – your concerns reach the required threshold for reporting.

Breach

If you breach this Policy and its Procedures, the College can investigate your conduct. You could face disciplinary action, such as (depending on the severity of the breach):

- attending remedial education
- attending counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of your employment, contract or engagement.

Source of Obligation

This Policy and its Procedures help the College and its Staff, Volunteers and Contractors to meet obligations in:

- Education (Accreditation of Non-State Schools) Act 2017 (Qld)

- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld), section 16
- Child Safe Organisations Act 2024 (Qld), Queensland Child Safe Standards and Universal Principle, Standard 6

Related Policies

- [Written Processes for Responding to Harm or Allegations of Harm to Students](#)
- [Written Processes for the Appropriate Conduct of Staff and Students](#)
- [Written Processes for Managing Child Safeguarding Complaints and Breaches of the Child Safeguarding Program](#)
- [Managing Your Initial Response to a Child Safety Incident or Concern Policies and Procedures](#)
- [Duty to Protect/Failure to Protect Policy and Procedures](#)
- [Mandatory Reporting \(of a Reportable Suspicion\) to the Department of Child Safety Policy and Procedures](#)
- [Non-Mandatory Reporting to the Department of Child Safety Policy and Procedures](#)
- [Reporting to Police Policies and Procedures](#)
- [Reportable Conduct Policy and Procedures](#)
- [Reporting Teacher Misconduct to the Queensland College of Teachers Policy and Procedures](#)
- [Recognising and Responding to Sexual Behaviour in Children and Young People Policies and Procedures](#)
- [Sharing Information About Students' Safety and Wellbeing Policies and Procedures](#)
- [Record Keeping \(Child Safeguarding\) Policy and Procedures](#)
- [Definitions and Key Indicators of Abuse and Other Harm](#)
- [Child Safeguarding Program Definitions](#)

Policy Administration

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