



Child Safe Program

Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures (College-Level)

Introduction to this Section of the Child Safeguarding Program

To meet non-state schools accreditation criteria, Chair of the College Council must ensure that the College has written processes about how the College will respond to harm or allegations of harm to students under 18 years. These processes must include:

- a process for students to report, to a “stated staff member”, conduct by another staff member that the student considers inappropriate
- a process for how the “stated staff member” must deal this information
- a process for reporting sexual abuse, suspected sexual abuse or likely sexual abuse in compliance with sections 366 and 366A of the Education (General Provisions) Act 2006 (Qld)
- a process for reporting a “reportable suspicion” under section 13E of the Child Protection Act 1999 (Qld)
- a written complaints procedure to address allegations of non-compliance with the College’s written processes (which procedure can form part of another written procedure for dealing with complaints).

In addition, Standard 6 of the Queensland Child Safe Standards requires the College to:

- respond effectively to different types of child safeguarding-related complaints and to child safety incidents or concerns

- have policies and procedures in place that address reporting of child safeguarding-related complaints and child safety incidents or concerns to relevant authorities, regardless of whether or not the law requires reporting, and to cooperate with law enforcement
- ensure that Staff and relevant Volunteers and Contractors understand their reporting obligations
- ensure that relevant legal reporting obligations are met.

Chair of the College Council has approved the following Policies and Procedures to meet these requirements:

- Written Processes for Responding to Harm or Allegations of Harm to Students, which summarises:
 - the legal and policy-based obligations to report child safety incidents and concerns internally and to relevant external authorities
 - the College's processes for managing child safety incidents or concerns involving the College or its Staff, Volunteers and Contractors
- Written Processes for Managing Child Safeguarding Complaints and Breaches of the Child Safeguarding Program, which sets out the College's processes for:
 - receiving and managing child safeguarding-related complaints, including complaints alleging non-compliance with the **Written Processes for Responding to Harm and Allegations of Harm to Student** and **Written Processes for the Appropriate Conduct of Staff and Student**
 - managing, and the outcomes that can result from, breaches of the Child Safeguarding Program, including breaches of the **Written Processes for Responding to Harm and Allegations of Harm to Student** and **Written Processes for the Appropriate Conduct of Staff and Student**.

This section of the Child Safeguarding Program assists the College to implement them. It sets out detailed policies, procedures and guiding information for the College and its Staff, Volunteers and Contractors about how to respond to and report, both internally and externally, **all** child safety incidents or concerns and to comply with relevant laws.

Key Definition: Child Safety Incident or Concern

Definitions relevant to the Child Safeguarding Program as a whole are contained in Child Safeguarding Program Definitions and Definitions and Key Indicators of Abuse and Other Harm.

Of particular relevance to this section is the phrase "child safety incident or concern".

Child Safety Incident or Concern

At Calvary Christian College, and in the Child Safeguarding Program, a “child safety incident or concern” means an incident of or concern about, or concern about a risk of:

- “harm” or risk of “harm”, as defined in the Child Protection Act 1999 (Qld) (Child Protection Act), to any child or young person or to a student aged 18 or over
- a criminal offence against any child or young person, or against a student aged 18 or over, under the Criminal Code 1899 (Qld) (Criminal Code)
- a practice that attempts to change or suppress a child or young person’s, or a student aged 18 or over’s, sexual orientation or gender identity (conversion therapy), which is prohibited by the Public Health Act 2005 (Qld)
- reportable conduct under the Child Safe Organisations Act 2024 (Qld)
- a breach of the **Child Safeguarding Codes of Conduct**, including but not limited to inappropriate behaviour by a staff member towards a student.

Harm

The Child Protection Act says that “harm” is “any detrimental effect of a significant nature on a child’s physical, psychological or emotional wellbeing,” regardless of how that harm is caused. Harm can be caused by a single act, omission or circumstance or a series of acts, omissions or circumstances.

Harm can be caused by, but is not limited to:

- physical abuse
- psychological or emotional abuse
- neglect; or
- sexual abuse or exploitation.

Harm includes being a victim of or being exposed to domestic violence, being subjected to grooming behaviours, being subjected to sexuality or gender identity conversion therapy, and self-harm.

For more information, refer to [Definitions and Key Indicators of Abuse and Other Harm](#).

Criminal Offences

Criminal offences against children and young people, or against students aged 18 or over, include:

- rape and sexual assaults, including but not limited to specific sexual offences against children aged under 16
- grooming offences
- homicide
- offences endangering life or health
- offences against liberty
- offences relating to child exploitation material
- leaving a child aged under 12 unattended for an unreasonable time
- criminal neglect.

For more information, refer to [Offences Under the Criminal Code 1899 \(Qld\)](#) and the [Public Health Act 2005 \(Qld\)](#).

Conversion Therapy

Examples of “conversion therapies” include attempting to change or suppress a person’s sexual orientation or gender identity by:

- inducing nausea, vomiting or paralysis while showing the person same-sex images
- using shame or coercion to give the person an aversion to same-sex attractions or to encourage gender-conforming behaviour
- using other techniques on the person encouraging the person to believe being lesbian, gay, bisexual, transgender or intersex (LGBTQIA+) is a defect or disorder.

For more information, refer to [Offences Under the Criminal Code 1899 \(Qld\)](#) and the [Public Health Act 2005 \(Qld\)](#).

Reportable Conduct

“Reportable conduct” includes:

- a child sexual offence
- sexual misconduct committed in relation to, or in the presence of, a child
- ill-treatment of a child
- significant neglect of a child
- physical violence committed in relation to, or in the presence of, a child
- behaviour that causes significant emotional or psychological harm to a child.

Reportable conduct may be one act or a series of acts. It does not need to have occurred while the worker is performing work for the College – it may also occur while the worker is off duty or out of hours.

For more information, refer to [Written Processes for Managing Child Safeguarding Complaints and Breaches of the Child Safeguarding Program](#) or, for more detailed guidance, to [Reportable Conduct Policy and Procedures](#).

Breaches of the Child Safeguarding Codes of Conduct

All breaches of the Child Safeguarding Codes of Conduct are a child safety incident or concern, no matter how minor the breach may be. It does not matter whether the breach amounts to reportable conduct.

For more information, refer to [Written Processes for the Appropriate Conduct of Staff and Students](#).

Approvals and Reviews of the Policies and Procedures in this Section of the Child Safeguarding Program

An appropriate person at the College has approved the Policies and Procedures in this section of the Child Safeguarding Program.

They are regularly reviewed in accordance with the schedule set out in the [Annual Reviews and Continuous Improvement \(Child Safeguarding\) Policy and Procedures](#).

An appropriate person at the College approves all changes to these Policies and Procedures that result from a review.

Policy administration information, including a record of the initial approval of the relevant Policy and its Procedures in this section, the date of the next scheduled review and the dates of all other reviews and approvals, is set out at the end of each Policy and Procedure.

Source of Obligation

- Child Protection Act 1999 (Qld)
- Child Protection Regulation 2023 (Qld)
- 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

Other legislative obligations relevant to specific policies and procedures in this section of the Child Safeguarding Program are set out in the various policies.

Pages in this Section

- [Managing Your Initial Response to a Child Safety Incident or Concern Policies and Procedures](#)
- [Reporting a Child Safety Incident or Concern Internally Policy and Procedures](#)
- [Duty to Protect-Failure to Protect Policy and Procedures](#)
- [Mandatory Reporting \(of a Reportable Suspicion\) to the Department of Child Safety](#)
- [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](#)
- [Responding to Other Concerns About a Student's Wellbeing Policy and Procedures](#)
- [Making Additional Reports Policy and Procedures](#)
- [Support for Students Interviewed at the College Policy and Procedures](#)