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T.C. MİLLÎ EĞİTİM, YENİLENEBİLİR VE SİYASET BAKANLIĞI  
MİLLÎ EĞİTİM BAKANLIĞI  
MİLLÎ EĞİTİM GENEL MÜDÜRLÜĞÜ

# Student Protection Manual

## Policy & Procedure







The Cathedral School  
of St Anne & St James  
TOWNSVILLE

# STUDENT PROTECTION POLICY

The School aims to meet this commitment by:

Adhering with legislative provisions



# STUDENT PROTECTION PROCEDURE

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## 1. PURPOSE

The purpose of the Student Protection Procedure is to outline the process and obligations in meeting the Student 0 56.1 56.7 14.2g4(t)-4(he)14( )-4(S)4(t)-4(ud)14(en)3(t)-4( )-4(P)4(r)-7BTC /Srethe Stud



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## 4. REQUIREMENTS

The following guidelines align with legislative requirements and are based on meeting the



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process. In addition ERM sends a reminder to the HR Manager to do a monthly check in the case a Blue Card has been renewed.

The *Recruitment & Selection Procedure* is located on eCat- Governance – Human Resources

## 4.4 Building Knowledge and Understanding

The School's communication strategy for the sharing of relevant information to the student and parent community including the reporting process, is outlined in the Child & Youth Risk Management Strategy.

The School libraries have child protection reference selections from which students, parents and staff can borrow resources to support their knowledge and awareness of student protection.

Table 1 below lists some of the



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provides recommendations only which are to be considered with all of the available information, knowledge and experience held by the SPO.

A Principal may seek further advice and support from the School Board.

Student Protection Policies, Procedures and Forms are located on eCat – Child Protection.

## 4.6 Reporting and Referral Process

**Students and parents** who have concerns or information relating to the safety of a student are encouraged to report the information to a Student Protection Officer or to the Principal. Students can also report concerns to any trusted adult at the school.

**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.

### Forms

The following forms have been developed internally or provided for use for the reporting or referral of relevant matters to a State authority or a community based support:

#### School reporting forms:

**Record of Concern Form:** for the documentation of all student protection concerns including sexual, physical, emotional/psychological, self-harm, neglect, inappropriate staff behaviour towards a student and other concerns.

- The Record of Concern Form is to be completed with all available detail provided to assist the School and relevant State authority with their assessment and investigation.
- All online



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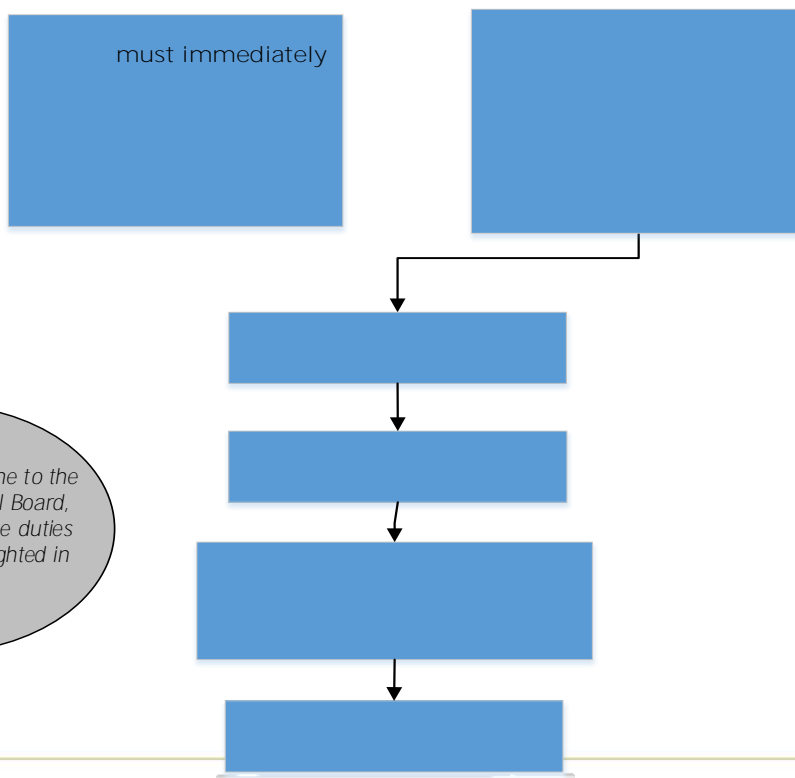
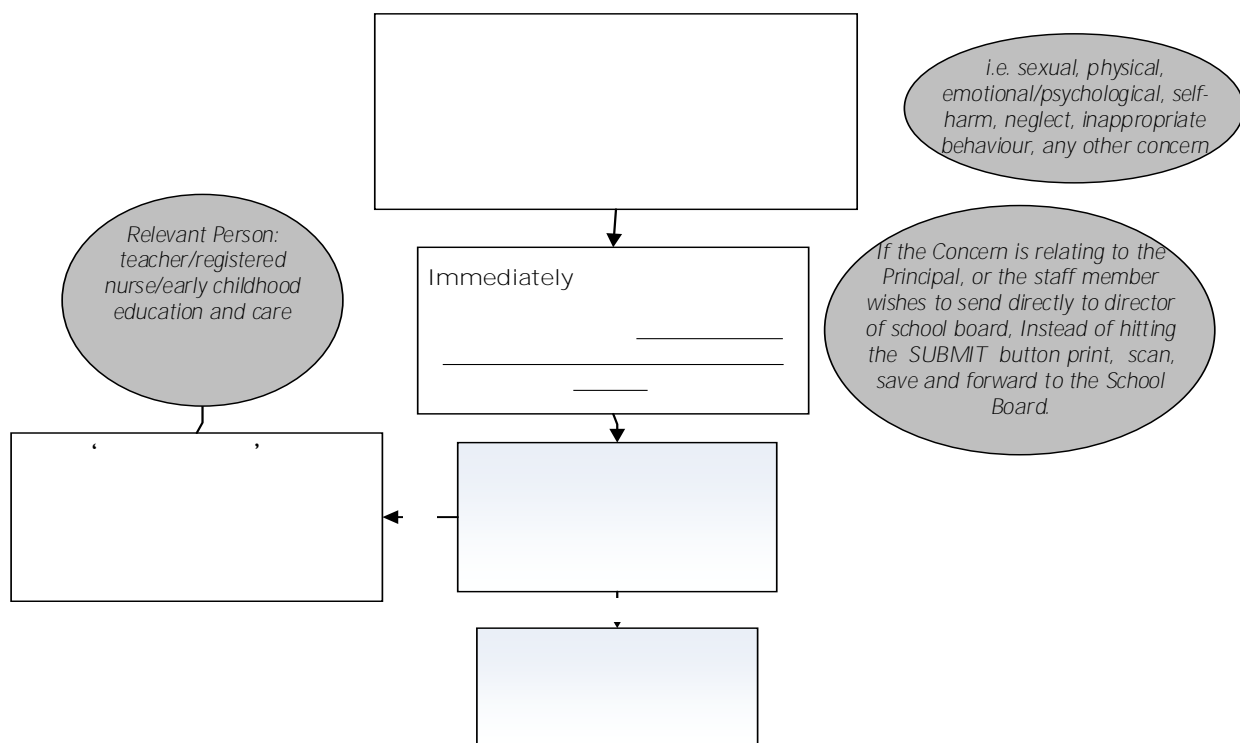
## Queensland College of Teachers (QCot) Notification Templates



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## Reporting Process flow



*If the Concern has gone to the Director of the School Board, they will undertake the duties of the Principal highlighted in blue*





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The Director's delegation has been formally delegated to the Chairperson of the School Board.

Mr Daniel Christie

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CHILD PROTECTION ACT 1999

*Reporting significant harm or risk of significant harm*

Any person may make a report when they reasonably suspect:

a)





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## D. Volunteers and Visitors

Immediately report all concerns of actual or unacceptable risk of harm to The Principal or a Head of School. The Principal or Head of School is to complete a *Record of Concern Form* based on the information provided by the volunteer or visitor. This report may be via the staff member responsible for the volunteer or visitor to a Student Protection Officer, who will immediately complete the *Record of Concern Form*.





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## F. Chairman of the School Board or the nominated delegate:

Commence an investigation process in line with procedures provided in the *Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour*.

## ANONYMITY AND PROTECTION FROM LIABILITY

The Child Protection Act provides confidentiality for notifiers of harm or risk of harm. The identity of a person who has made a student protection report is not to be revealed to any individual without that persons consent unless permitted or required by law.

It also affords any person acting honestly and reasonably, protection from liability in civil, criminal and administrative processes available under the *CPA*. Further, they will be entitled to the confidentiality protections afforded to notifiers under the *CPA*.

An employee who makes a voluntary report to Department of Child Safety Youth and Women or the QPS outside the *Student Protection Procedure* reporting processes will also be entitled to seek the protections afforded by the *CPA* provided they have complied with s.197A *CPA*.

### 4.9 Support

Persons affected by student protection matters will react and respond differently. It is imperative that all appropriate support is provided with procedural fairness, ensuring the right of all parties to be heard. The Principal is to ensure that any student or staff member involved in any student protection incident is provided fairly with opportunities for support and debriefing as appropriate.

In circumstances where it may be suspected or apparent that other students may have been involved or exposed to a student protection matter or concern, the Principal is to seek additional guidance.

### 4.10 Responding to Complaints

In the event that a person, for example a parent, has a concern that the processes within the Student Protection Policy and Procedure and any associated processes have not been complied with, then the person is able to make a complaint pursuant to the school's *Complaints Management Procedure*.

The School's *Complaint Management Procedure* is located on eCat – Human Resources

### 4.11 Student Protection Records

## 5. RECORD STORAGE

Schools are advised to keep student protection information in a secure, centrnBT/F3 11 1 182.21 143.9 Tm.tial



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Compliance Officer on close out of the ERM. These records may be the subject of a subpoena in future court or inquiry proceedings.

## 6. POLICY REVIEW



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Principal

Maintain strict confidentiality of all allegations of harm or inappropriate behaviour in accordance with relevant legislation.

## **MAY**

Consider the delegation of the responsible function [s.366B *Education (General Provisions) Act 2006*] to an appropriately qualified person as defined.

Be fully conversant with the *Student Protection Policy and Procedures* and all related school related policies.

Adhere to this *Student Protection Policy and Procedures* and relevant school procedures in all activities and behaviours.

Ensure that all employees are trained in implementing legislative and policy requirements relating to protecting students from harm or the risk of harm.



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person' on any matter of sexual abuse, suspected sexual abuse or where it is reasonably suspected that a student is likely to be sexually abused by any person. And that is provided to the Principal or to the Chair, school council or delegate (if appropriate) and is immediately provided to a police officer.

If, after a written report about sexual abuse relating to a teacher has been provided to a police officer, and the teacher resigns, ensure that the Queensland College of Teachers is informed by way of notice.

Ensure the school has written processes about the reporting of significant harm or the unacceptable risk of significant harm of a student. Such written processes, are to include information about how the school will respond to such reports.

Ensure that all students and parents / carers are aware of and have access to the processes for the reporting of harm or risk of harm of a student to an identified SPO, Head of School or the Principal.

Only confer with a colleague (working within the same entity) to assist in the forming of a 'reasonable suspicion'.

In accordance with the CPA ensure that all 'reportable suspicions' of harm of a student are immediately reported to Department of Child Safety, Youth and Women.

In accordance with the CPA and where deemed appropriate, ensure that a referral (E-Referral FORM) is made (with or without consent) to a community based support service e.g. FaCC.

Protect the identity of the notifier of the harm unless that person consents otherwise.

Ensure that written processes about the appropriate conduct of its students and staff which are consistent with State legislation regarding the protection and safety of students. Such written processes to include a process for students to report inappropriate behaviour by a staff member and a process for responding.

Ensure that all students and parents/carers are aware of and have access to the processes for the reporting by a student to an identified SPO, the behaviour of a staff member that a student considers to be inappropriate.

Ensure the school has a written complaints procedure to address allegations of non-compliance of related written processes.

Ensure the school has developed a *Child and Youth Risk Management Strategy* and that such strategy is reviewed annually.







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EGPA) by any person, immediately prepare a written report (*Record of Concern Form*).

If they are a **'relevant'** under the provisions of the CPA immediately provide a written report including certain information (*Record of Concern Form*) of a 'reportable suspicion' of harm of a student to the Department of Child Safety, Youth and Women. This may be done via the Principal however the relevant person must CONFIRM it is completed by the Principal.

If the alleged harm relates to the Principal, a Record of Concern Form is to be completed and provided to the Chairman of the School Board or the nominated delegate.

As a 'relevant person' only confer with a colleague (working within the same entity) to assist in the forming of a 'reportable suspicion'.

Report to the Principal or a Head of School all reasonable suspicion/s, information or allegations of significant harm (other than sexual abuse by any person) or non-significant harm of a student. If they are an SPO and another employee makes them aware of concerns as outlined above they are to report as soon as practicable to the Principal for consideration (*Record of Concern Form*).

Report all concerns of inappropriate behaviour of any person towards a student, to the Principal.

Protect the identity of the notifier (i/F3 11.04 Tf1 0 0 1 308.35)



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	<p>risk of sexual abuse and likely sexual abuse and other forms of harm and inappropriate behaviour of/to a student/s.</p> <p>Immediately report to either their supervising staff member, Head of School or to the Principal all suspicions or concerns they may have or have formed about any form of harm of a student.</p> <p>Maintain strict confidentiality of all allegations of harm or inappropriate behaviour in accordance with relevant legislation.</p>
Students	Seek assistance, advice and/or support. 15.83 Tm1 support.15.1





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A reasonable suspicion is a suspicion about whether a child has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm may be considered by:

- a) whether there are detrimental effects on the child's body or the child's psychological or emotional state –
  - i. that are evident to the person; or
  - ii.





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## 9. REFERENCES

### External legislation and references

[Child Protection Act 1999](#)

[Child Protection Regulation 2023](#)

[Child Protection Guide](#)

[Code of Ethics for Teachers in Queensland – Queensland College of Teachers](#)

[Criminal Code Act 1899](#)

[Department of Child Safety, Youth and Women](#)

[Education \(Accreditation of Non-State Schools\) Act 2017](#)

[Education \(Accreditation of Non-State Schools\) Regulation 2017](#)

[Education \(General Provisions\) Act 2006](#)

[Education \(General Provisions\) Regulation 2017](#)

[Education \(Queensland College of Teachers\) Act 2005](#)

[Family and Child Connect](#)

[Professional Standards for Queensland Teachers – Queensland College of Teachers](#)

[Public Safety Business Agency](#)

[Qld Police – Child Protection](#)

[Qld Police Service](#)

[Working with Children \(Risk Management and Screening\) Act 2000](#)

[Working with Children \(Risk Management and Screening\) Regulation 2020](#)

### Internal References

[Code of Conduct](#)

[Complaint Management Procedure](#)

[Privacy Policy](#)

[Child and Youth Risk Management Strategy](#)

[Recruitment and Selection Manual](#)

[Student Protection in Anglican Schools Policy & Procedure](#)