POL20 Reporting Concerns of Harm & Abuse (Child Protection) Policy

Purpose

The purpose of this policy is to provide a policy as part of Brisbane Independent School written processes about:

a. how the school will respond to harm, or allegations or harm, to students under 18 years old as the safety and needs of the child are central to our Philosophy and Values; and
b. the appropriate conduct of the school's staff and stEducation (Accreditation of Non-State Schools) Regulation 2017 (Qld) section 16.

Scope

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 at Brisbane Independent School and covers information about the reporting of harm and abuse.

Relevant Legislation & BIS Documents

- *Child Protection Act 1999 (Qld)*
- *Child Protection Regulation 2023 (Qld)*
- *Child Safe Organisations Act 2024 (Qld)*
- *Criminal Code Act 1899* (sections 229BB and 229BC) *(Qld)*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (General Provisions) Regulation 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*

- *Education (Queensland College of Teachers) Act 2005* (Qld)
- *Working with Children Check Act 2000 (Qld)*
- *Work Health and Safety Act 2011* (Qld)
- POL06 BIS Complaints Handling Policy
- PRO06 BIS Complaints Handling Procedure
- POL40 BIS Student Safety and Wellbeing Policy
- POL30 BIS Child Safety Risk Management Strategy
- POL19 BIS Workplace Health & Safety Policy
- F24 BIS Child Protection School Report (Abuse Incident) Form
- POL09 BIS Employment Policy
- POL33 BIS Staff Code of Conduct Policy
- GL11 Gender & Sexual Harassment Prevention Plan
- STD04 BIS Child Protection Interaction Staff Standards
- BIS Management Committee Annual Child Protection Checklist - *Template Gallery*
- BIS Management Committee Annual Compliance Checklist - *Template Gallery*

Change Register and Review Schedule

As a Policy this document is owned by the Management Committee of Brisbane Independent School Inc. Any changes to this document must be authorised by a Management Committee Meeting or as delegated by the Management Committee.

Document control is maintained by ensuring that Versions are saved by each person who has changed the document using the format - Author, yyyymmdd, description of the change

- Annual
- Next Date: July 2027 or as appropriate, to reflect changing legislation and environment.
- Review responsibility sits with: The Management Committee

Change Register

Document Version	Change Description	Authorised By	Date Implemented
1.0	Footer, Front Page, Change Register	Management Committee/R. Patterson Principal/J. Haynes	2010/02/23
1.1	Removed Templates to Separate Files	Management Committee/R. Patterson Principal/J. Haynes	2010/03/07
1.2	Adding New legislation changes dealing with possible future	Management Committee Principal/J. Haynes	2012/02/11
1.3	*Change not recorded*	Management Committee Principal/J. Haynes	2014
1.4	*Change not recorded*	Management Committee Principal/J. Haynes	2015/04/29
1.5	*Change not recorded*	Management Committee Principal/J. Haynes	2016/06/09
1.6	*Change not recorded*	Management Committee Principal/J. Haynes	2017/09/27
2.0	Converted from Word to Google Doc, updated, policy number change from **POL02** to **POL20**	Management Committee Principal/J. Haynes	2018/08/28
2.1	Staff Training updated	Management Committee Principal/J. Haynes	2019/09/13
2.2	Definitions, links updated	Management Committee Principal/J. Haynes	2020/10/09
2.3	Definitions updated	Management Committee/M. Foley Principal/J. Haynes	2021/05/19
2.4	Additional of Change Register, Updated policy links, legislation links and references	Management Committee/P. Vazey Principal/L. Bowie	2022/09/28

2.5	Add explicit reference to the Designated Management Committee director. Update reporting process/use of Form, notification options.	Management Committee/ A. Scown Principal/L. Bowie	2022/11/07
2.6	First person reporting wording update(page 9), Student Protection Officers Update (page 8), STD02 change to POL33 (page 5 + 12)	Management Committee/ A. Scown Principal/L. Bowie	2023/02/21
2.7	Ensure notification is via Designated Management Committee Director and not the Board Chair	Management Committee/S. Eastwell Principal/L. Bowie	2023/05/12
2.8	Addition of section: Responsibilities under the Criminal Code Act 1899 (QLD). Change to Department name: Communities, Child Safety and Disability Services is now Child Safety, Seniors and Disability. Changes to reporting likely sexual abuse - removal of decision tree, reports immediately to police.	Management Committee/A. Scown Principal/L. Bowie	2024/02/20
2.9	Policy update to reflect departmental change	Management Committee/A. Scown Principal/L. Bowie	2025/02/19
3.0	Recommendations following audit: Student Protection officer must be full time, changed page 9. Addition of 'written' to report submission, page 9+10. Added definition of a child page 4 Added police email for CPIU report submission page 11	Management Committee/A. Scown Principal/L. Bowie	2025/10/30
3.1	Updated footnotes page 4 to reflect specific sections of the Child Protection Act 1999 (QLD) Define - Reportable Submission Inclusion of GL11 Reference	Management Committee/A. Scown Principal/L. Bowie	2026/04/15
3.2	Full policy update and amendment to reflect legislative changes with the Reportable Conduct Scheme. Name change: *POL20 Child Protection Policy*, to *POL20 Reporting Concerns of Harm &*	Management Committee/A. Scown Principal/L. Bowie	2026/07/01

	Abuse Policy.		

Feedback Process

If you would like to provide feedback on any aspect of this policy please email policy@bis.qld.edu.au

Definitions

Harm – as per s 9 of the Child Protection Act 1999, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.
2. Harm can be caused by—
    a. physical, psychological or emotional abuse or neglect; or
    b. sexual abuse or exploitation.
3. Harm can be caused by—
    a. a single act, omission or circumstance; or
    b. a series or combination of acts, omissions or circumstances.

Child[1] **–** An individual under 18 years of age.

Child in need of protection – as per s10 of the Child Protection Act 1999, is a child who—

1. has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
2. does not have a parent able and willing to protect the child from the harm.

Reportable suspicion[2] - a reportable suspicion about a child is a reasonable suspicion that the child

1. has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
2. may not have a parent able and willing to protect the child from the harm.

Sexual abuse – as per s364 of the *Education (General Provisions) Act 2006*, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances—

1. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person
2. the relevant person has less power than the other person

[1] *Child Protection Act 1999 (Qld) s.8*
[2] *Child Protection Act 1999 (Qld) s.13E.2*

3. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Adult associated with an institution:

1. owns or is involved in the management or control of, the institution; or
2. is employed or engaged by the institution; or
3. works as a volunteer for the institution; or
4. Engages in an activity in relation to the institution for which a working with children authority under the working with children (risk management and screening) Act 2000 is required

Notifier - a person who brings notice of a Student Protection matter to the attention of the College.

Neglect – The term neglect in this Policy may be defined as any act or omission whereby the Child is not cared for in the reasonable opinion of the School. According to the Department of Communities, neglect occurs when a Child's basic necessities of life are not met, and their health and development are affected. Basic needs include:

1. Food
2. Housing
3. Health care
4. Adequate clothing
5. Personal hygiene
6. Hygienic living conditions
7. Timely provision of medical treatment
8. Adequate supervision

Student Protection Contact Officers – refers to (at least 2) named and published Staff Members (as required under the Accreditation Act 2001) to whom Students may refer complaints.

Designated Management Committee Director - The Director appointed unanimously by the Management Committee to receive and report sexual abuse matters regarding Students.

Vexatious Complaint – a vexatious complaint is a complaint which has no substance and which may be brought with ill intent. Vexatious complaints may have serious consequences under the School Policy and legislation.

Unacceptable Risk – if the report of alleged Inappropriate Behaviour/harm is of such concern that in the reasonable view of the Principal (with consultation) the person implicated would be a danger – that person can be stood down or suspended in the interim.

Incident – any activity or set of circumstances of Inappropriate Behaviour, sexual abuse, or suspected sexual abuse, or where harm has occurred or is reasonably suspected.

Institution - an entity other than an individual, that:

- Provides services to children; or
- Operates a facility for, engages in activities with, children under the entity's care, supervision or control
- An institution may include government and non-government entities, including a government department and a non-state school

Unprofessional Conduct - any behaviour which, by its nature, is inappropriate, unwise and has potentially damaging consequences.

Relevant State Authority - the Police or Department of Communities Child Safety Youth and Women

Staff, in this policy, refers to full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Policy

Health and Safety

The school has written processes in place to enable it to comply with the requirements of the *Child Safe Organisations Act 2024 (Qld), the Work Health and Safety Act 2011 (Qld) and the Working with Children Check Act 2000 (Qld).*[3]

Conduct of Staff and Students

All staff will ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students[4].

Reporting Inappropriate Behaviour

If a staff member or student considers the behaviour of a staff member to be inappropriate, the individual should report the behaviour to:-

- ***Student Protection Officers –*** Principal - Lachlyn Bowie; or
- ***Student Protection Officers –*** Administration **–** Jessica Keller[5]; or
- ***Designated Management Committee Director –*** Board Chair - Angus Scown[6]

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must submit a written report to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must submit a written report to inform the Designated Management Committee Director or Chairperson[7]. Reports will be dealt with under the school's ***POL06 Complaints Policy.***

[3] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.15*
[4] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*
[5] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*
[6] Under section 366B of the *Education (General Provisions) Act 2006* the directors of a school's governing body may delegate the directors' function under section 366 to an appropriately qualified individual (this cannot be the principal or any other staff member of the school). Directors should ensure they are well briefed about the requirements of section 366B before delegating this function, including identifying the delegation in this policy and informing the school community of the delegate/s name/s, their contacts and their role in the school's processes.
[7] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*

Reportable Conduct Scheme Obligations

The school will comply with its obligations under the Child Safe Organisations Act 2024 (Qld) by ensuring that reportable allegations and reportable convictions involving workers are reported internally as soon as practicable, notified to the Queensland Family and Child Commission within required statutory timeframes, and appropriately investigated and reported as required under the Act[8].

An initial report under this section must include the following particulars:

a. details of the reportable allegation or reportable conviction;

b. the name, including any former name or alias, of the worker the subject of the reportable allegation or reportable conviction;
c. the date of birth of the worker, if known;
d. the name of the head of the reporting entity;
e. whether the sector regulator for the reporting entity or the police service has been contacted about the reportable allegation or reportable conviction;
f. the reporting entity's contact details, including its name, address and telephone number;
g. if the worker currently performs work for the reporting entity—any action, including risk management action, taken in response to the reportable allegation or reportable conviction, including, for example—
    i. immediate steps taken to prevent the worker from having contact with children; and
    ii. any disciplinary action taken or proposed to be taken against the worker;
h. any other matter prescribed by regulation[9]

Queensland College of Teachers Obligations

The school will comply with its obligations under the Education (Queensland College of Teachers) Act 2005 (Qld) by notifying the Queensland College of Teachers as soon as practicable when the school begins dealing with an allegation of harm to a child involving

[8] *Child Safe Organisations Act 2024 (Qld) s.33-37*
[9] *Child Safe Organisations Act 2024 (Qld) s.35*

a teacher, and again as soon as practicable once the school's dealings with the allegation are concluded[10].

A notice when the school begins dealing with an allegation of harm to a child involving a teacher must include the following particulars:

a. the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
b. the name of the relevant teacher;
c. the day the employing authority started dealing with the allegation;
d. the allegation, particulars of the allegation and any other relevant information;
e. details about what actions the employing authority has taken to deal with the allegation[11].

[10] *Education (Queensland College of Teachers) Act 2005 (Qld) s.76 and s.77*
[11] *Education (Queensland College of Teachers) Act 2005 (Qld) s.76(3)*

Reporting Sexual Abuse[12]

Section 366 of the *Education (General Provisions) Act* 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:

a) a student under 18 years attending the school;
b) a kindergarten aged child registered in a kindergarten learning program at the school;
c) a person with a disability who:-
    i. under section 420(2) of the *Education (General Provisions) Act* 2006 is being provided with special education at the school; and
    ii. is not enrolled in the preparatory year at the school.

then the staff member must immediately submit a written report of the abuse or suspicion of abuse to the **Principal** or to the Management Committee **Board Chair** of the school's governing body immediately.

The school's principal or the director must immediately give a copy of the report to a police officer;

a. submit an ***F24 BIS Child Protection School Report (Abuse Incident)Form*** about the abuse or suspected abuse.
b. The school's Principal or Board Chair must immediately give a copy of the form record to the police and to the Insurance company:
    i. *For the attention of the* **Child Protection Investigation Unit;**
    ii. indooroopilly.station@police.qld.gov.au

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 the Board Chair immediately.

A report under this section must include the following particulars:-

a) the name of the person giving the report (the **first person**);
b) the student's name and sex;

[12] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
d) details of the abuse or suspected abuse;
e) any of the following information of which the first person is aware:-
   i. the student's age;
   ii. the identity of the person who has abused, or is suspected to have abused, the student;
   iii. the identity of anyone else who may have information about the abuse or suspected abuse[13].

[13] *Education (General Provisions) Regulation 2017 (Qld) s.68*

Reporting Likely Sexual Abuse [14]

Section 366A of the *Education (General Provisions) Act* 2006 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:-

a) a student under 18 years attending the school;
b) a kindergarten aged child registered in a kindergarten learning program at the school;
c) a person with a disability who:-
   i. under section 420(2) of the *Education (General Provisions) Act* 2006 is being provided with special education at the school; and
   ii. is not enrolled in the preparatory year at the school

then the staff member must immediately report the suspicion to the **Principal** or to the Management Committee **Board Chair** of the school's governing body immediately.

The school's principal or the Board Chair must immediately give a copy of the report to a police officer;

a. submit an ***F24 BIS Child Protection School Report (Abuse Incident)Form*** about the abuse or suspected abuse.
b. the school's Principal or Board Chair must immediately give a copy of the form record to the police and to the Insurance company:
   i. *For the attention of the* **Child Protection Investigation Unit;**
   ii. indooroopilly.station@police.qld.gov.au

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 the Board Chair immediately.

A report under this section must include the following particulars:-

a) the name of the person giving the report (the ***first person***);
b) the student's name and sex;
c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;

[14] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

d) any of the following information of which the first person is aware:-

i. the student's age;

ii. the identity of the person who is suspected to be likely to sexually abuse the student;

iii. the identity of anyone else who may have information about suspected likelihood of abuse[15].

[15] *Education (General Provisions) Regulation 2017 (Qld) s.69*

Responding to Harm[16]

Harm caused by physical or sexual abuse

Under Section 13E(3) of the Child Protection Act 1999, if a doctor, a registered nurse, a teacher or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

A **reportable suspicion** about a child is a reasonable suspicion that the child:

a. has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
b. may not have a parent able and willing to protect the child from the harm.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Families, Seniors, Disability Services and Child Safety (or another department administering the Child Protection Act 1999). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the principal; ***F24 BIS Child Protection School Report (Abuse Incident) Form***.

A report under this section must include the following particulars:

a. the basis on which the person has formed the reportable suspicion ;
b. the child's name, age and sex descriptor;
c. details of how to contact the child;
d. details of the harm to which the reportable suspicion relates;
e. particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
f. particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.

[16] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1) and(2)(d)*

Child Safety Regional Intake Service:

- Regional Intake Service 1800 316 855
- 9.00am to 5.00pm Monday to Friday
- Outside of these hours, you can contact the Child Safety After Hours Service Centre on phone free call 1800 177 135 (Queensland only).

Harm caused by psychological or emotional abuse or neglect

When the school receives any information alleging 'harm'[17] to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can, this may include reporting through the principal to **Child Safety**[18] If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the principal, who may then refer the matter to **Family and Child Connect.**

[17] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7): the definition of 'harm' for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld)*
[18] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1)(a)*

Responsibilities under the Criminal Code Act 1899 (QLD)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

Failure to Report[19]

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school. A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Education (General Provisions) Act 2006* (reporting sexual abuse or likely sexual abuse) and the *Child Protection Act 1999* (reporting significant harm or risk of significant harm) as per this policy.

Failure to Protect[20]

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

[19] *Criminal Code Act 1899 (Qld) s.229BC*
[20] *Criminal Code Act 1899 (Qld) s.229BB*

Awareness

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website.[21]

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually.[22] This is reported to the Management Committee through quarterly reporting in the ***Quarterly Operational Report*** and annually in January in the ***Annual Legal Child Protection Checklist.***

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website, network and will be available on request from the school administration[23].

Training

The School will train its staff in process relating to the health, safety and conduct of staff and students on their induction and will refresh training annually [24].

Staff Training

Staff are trained in child safeguarding and protection strategies, identification of child abuse and take part in annual discussions around appropriate behaviour in our own context. The **Staff Training Register** is held digitally in the School's electronic management system.

Our staff comply to a stringent training regime that covers:

- Annual Training through **ISQ Connect and Learn**

[21] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*
[22] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*
[23] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10(6), Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*
[24] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10(6), Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

- Annual review and signing: ***POL33 BIS Staff Code of Conduct***
- Annual review, workshop and signing: ***STD04 BIS Child Protection Interaction Staff Standards***
- Annual review and signing: ***POL19 BIS Workplace Health and Safety Policy***
- Staff recruitment, induction, training and management in alignment with ***POL30 Child Safety Risk Management Strategy***
- All contracted staff undertake the **Berry Street Educational Model** 4-Day course in trauma-informed practice

We also implement a range of strategies to improve awareness of individual children and what is happening in their lives:

- Our Weekly staff meetings have a permanent agenda item that asks for any Child Safeguarding and Protection Concerns and Family Concerns or Issues
- We have a "Current Child Updates" section in our Google Education Suite Chat to ensure that concerns about children can be monitored.

Student Training

Our philosophy is based on individual development and empowerment. This means our school has a core focus and value of Courageous Learning that empowers students with the personal skills to tell others when their safety or trust has been breached. Core to all our curriculum learning decisions is an inbuilt process of engaging children to increase their volition and sense of safety and self worth.
The details of this are explored further in:

- ***POL03 BIS Relationship Based Behaviour Process (Policy)***
- ***POL19 BIS Workplace Health and Safety Policy***
- ***PRO05 BIS Bullying Response Procedure***
- The BIS *Study of Self* strand of the ***POL26 BIS Teaching & Learning Framework***

Students are trained twice a year in how to communicate concerns with trusted adults at school and home and are shown the reporting mailbox in the Admin that is private and able to be accessed easily by students (Biennial **Child Protection Week**).

Implementing the Processes

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually[25].

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under Brisbane Independent School ***PRO06 BIS Complaints Handling Procedure***[26] (available on the website).

[25] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10(6), Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*
[26] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.10(7) and s.10(7A), Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

Appendix 1

Summary of Reporting

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	Principal or to a director of the governing body, through to police immediately	EGPA sections 366 and 366A
Principal if 'first person'	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	A director of the governing body and police immediately	EGPA sections 366 and 366A
Teacher and registered nurse	Sexual and physical	Significant harm; and Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm, and Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer with consent or Principal, through to Family and Child Connect	CPA sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer without consent	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation, and When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77

Who	What abuse	Test	Report to	Legislation
Any member of the public	Any	Significant harm, and Parent may not be willing and able	Child Safety	CPA section 13A
Any adult including students 18 years or older, parents/guardians and volunteers	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed	Criminal Code section 229BC
All workers	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity).	Head of Entity or their delegate, as soon as practicable. Where the allegations involve the Head of Entity, the notification must be made to the QFCC. May also go to a director of the governing body.	CSO Act section 33
Head of the Reporting Entity (Head of Entity) or their delegate	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity).	QFCC initial notification within 3 business days. QFCC either interim or final report, within 30 business days.	CSO Act sections 34, and 30(1)(c)

Who	What abuse	Test	Report to	Legislation
Any person	Reportable allegation or reportable conviction by any worker	Reasonable belief that any worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity) or any other entity.	May report to QFCC at an9oy time.	CSO Act section 33(4)