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## 1. POLICY STATEMENT

Every **child** and **young person** has the right to be safe. Protecting, caring and supporting children and young people is of paramount importance, and Anglican Schools (Schools) and Education & Care Services (Services) have zero tolerance to **harm**.

The purpose of the *Protecting Children and Young People in Anglican Education Policy* (this Policy) is to provide a foundation for responding appropriately to **concerns** for the physical and psychological **safety** of children and young people in relevant Schools and Services.

Applying this Policy, all persons within a School or Service will act in a manner that gives primary consideration to:

- being child focused, where the safety and wellbeing of children and young people is paramount;
- identifying, reducing or removing risks of harm to children and young people;
- concerns being taken seriously, reflected in matters being responded to promptly, thoroughly and in keeping with the requirements detailed within this Policy and the *Protecting Children in Anglican Education Guidelines and Procedures* (the Procedures).

This Policy compliments the *Working with Children in Anglican Education Policy*, which reflects Schools' and Services' commitment and capacity to create nurturing and inclusive environments, where the children and young people they serve both feel and are safe; and establishes responsibilities for the application of **child safe principles** and practices within their operations.

This Policy assists Schools and Services to apply the *Statement of Commitment*, detailed in the *Working with Children in Anglican Education Policy*, specifically the commitments to;

- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

By focusing on the safety needs of the child or young person, this commitment extends to supporting safety both within the School or Service environment and beyond. This recognises that supporting the safety needs of children and young people is intrinsically connected to creating an environment where children and young people can thrive.

## 2. ADMINISTRATION

This Policy is published by the Anglican Schools Commission (ASC), on behalf of the Anglican Church Southern Queensland (ACSQ).

Key terms in this Policy are indicated in bold when first used and defined in Appendix A of this policy.

This Policy is to be read in conjunction with the Procedures.

This Policy supports compliance with relevant legal and canonical requirements as listed in section 11: Legislation, Canon and Other Relevant Documents. Some of these requirements have associated civil or criminal penalty. The Procedures include a summary of notable requirements and how they are reflected within this Policy.

## 3. SCOPE

The ACSQ requires compliance with this Policy and associated Procedures by all Anglican Schools and Services within the Brisbane Diocese (see Appendix B). Other Anglican Schools in Queensland (the North Queensland Diocese) have permission to use this Policy and the Procedures.

Appropriate to their responsibilities, this Policy and the Procedures apply to all children and young people; **parents**, carers and guardians; and **staff, volunteers** and **visitors** in a School or Service.

Delegations made by each governing body as part of this Policy are detailed in Appendix C. This list of delegations is reflective of all Schools and Services governed by the ACSQ (see section 10.9 and Appendix B).

The governing body of each Separately Incorporated Anglican School and Service will need to review this appendix and amend as appropriate to their circumstances, ensuring their own version is published alongside this Policy, noting that all delegations must be made by documented unanimous resolution of the governing body and have the written agreement of the delegate to accept such responsibility. Also note some delegations cannot be made to a staff member of a School or Service and must be made to a suitably qualified individual.

## 4. PROCEDURES

This Policy is operationalised in the Procedures.

Compliance with the Procedures is mandatory. However, the protection of children and young people requires vigilance and may require decisive action in a range of circumstances. People bound by the Policy and the Procedures are expected to apply their judgement to ensure that the objective of protecting children and young people is achieved in all circumstances. This may, in particular circumstances, require action beyond that or in shorter timeframes than that which is specifically contemplated by the Procedures. Guidance, such as that available from the ASC, will always be available to assist in this regard and should be sought in any situation where required.

The Procedures are approved and maintained by the ASC.

## 5. COMPLAINTS

Non-compliance with this Policy and the Procedures is not acceptable (refer to section 6. Breaches).

If a person has concerns about potential non-compliance with this Policy and the Procedures, the process in the complaints management policies and procedures, published by the ASC, apply. This process applies to all Anglican Schools and Services in the Brisbane Diocese.

In addition to this, relevant persons may also consider the application of the whistleblower policy and procedures, published by the ASC or, for separately incorporated schools or services, their own such processes.

Complaints are to be made in good faith. Persons who are found to have made complaints which are vexatious, or not made in good faith, may face disciplinary action by the relevant School or Service, or the ASC.

## 6. BREACHES

A breach of this Policy or the Procedures may be:

- (a) a disciplinary matter for the ASC or the relevant School or Service (which may result in performance management, formal warning, suspension, demotion, or termination in accordance with industrial processes or, in the case of a Licensed person, disciplinary action by the ACSQ or a related entity);
- (b) a contractual matter (breach or repudiation);
- (c) professional misconduct referred to relevant authorities;
- (d) a breach of statute referred to relevant authorities;
- (e) a criminal matter referred to relevant authorities; or
- (f) a civil matter referred for legal advice and remedy.

Any disciplinary process in relation to a breach of this Policy or the Procedures, will be managed with procedural fairness and in keeping with the principles of natural justice.

Schools, Services and the ASC retain discretion regarding how to respond to breaches of this Policy or the Procedures, unless legislation requires a definitive course of action.

A potential or actual breach of this Policy or the Procedures may expose Schools, Services and the ASC/ACSQ to significant damage to the trust afforded to it and to public scrutiny. These factors will be taken into account when considering the scope of any allegations of breaches of this Policy or the Procedures, and any disciplinary action that may be taken as a result.

## 7. ACCESSIBILITY

To assist in informing children, families and communities of Schools' and Services' responsibilities and obligations to uphold child safety and wellbeing, information is made available publicly online and upon request. This includes information about the commitment to child safety and wellbeing, behavioural expectations and complaint systems.

As such, this Policy and the Procedures, and those relevant to complaints, must be accessible, especially by members of the School or Service community, including children and young people; parents, carers and guardians; and staff, volunteers and visitors. Relevant documents will be published on the ASC website, and on the website of each School or Service. This includes child and youth friendly versions.

Each School or Service must also detail their localised approach to providing access to these Policies and Procedures within their respective **Child and Youth Risk Management Strategy**.

## 8. APPROVAL, FEEDBACK AND REVIEW

This Policy is developed and published by the ASC and is approved by Diocesan Council, ACSQ.

The ASC welcomes feedback on the Policy and will actively seek such feedback from key stakeholders at times of review.

This Policy will be formally reviewed in three years, when underlying legislation changes, or as required on request of either Diocesan Council or the ASC. The ASC will monitor this Policy for continuing application, commencing a formal review process earlier if needed. In addition to this, whenever required to maintain accuracy, the ASC will make changes to this Policy. The decision as to who approves any changes will be made based on whether the change is material in nature. Changes to the Policy will be explained in section 12 of this Policy: Version Control and communicated to Schools and Services for their local implementation.

## 9. OVERVIEW

This Policy details the Responsibilities of each person and entity to which this Policy relates. The responsibilities of each person and entity can be found in the following sections of this Policy:

Person	Responsibilities
All persons	10.1
Volunteers	10.1 and 10.2
Staff	10.1 and 10.2
Mandatory Reporters (teachers, registered nurses and doctors, and education and care professionals)	10.1, 10.2 and 10.3
<b>Student Protection Officers</b>	10.1, 10.2, 10.3 and 10.4
<b>Nominated Supervisors</b>	10.1, 10.2, 10.3, 10.4, 10.5, 10.7
<b>Principals</b>	10.1, 10.2, 10.3, 10.5 and 10.6
School Councils and Service Management Committees	10.1, 10.2 and 10.8
ACSQ and other governing bodies	10.1 and 10.9
Anglican Schools Commission	10.1 and 10.10

## 10. RESPONSIBILITIES

### 10.1 ALL PERSONS

All persons (including children and young people; parents, carers and guardians; and staff, volunteers and visitors in a School or Service) have the following responsibilities:

- (a) Act in the best interests of children and young people and behave in a manner that will not cause harm to a child or young person.
- (b) Agree to comply with any required behavioural expectations as directed by the School or Service. This includes, but is not limited to:
  - i. any applicable code of conduct or similar requirement;
  - ii. any role relevant to the implementation of the School or Service’s Policy implementation and, responsibilities to provide care and manage risk of harm to children and young people.
- (c) Where there is a potential, perceived or actual concern:
  - i. for a child or young person associated with a School or Service; or
  - ii. about the conduct or behaviour of a person who has, or had, an association with children or young people through a School or Service;

children, young people and their families are encouraged; and staff, volunteers and visitors **must as soon as practicable**, share this information with an **Appropriate Person** associated with the School or Service, as detailed in the following table. This includes sharing information about concerns regarding a person’s own conduct.
- (d) The term ‘concern’ relates to information of whatever nature and from whatever source that leads to a reasonable suspicion of circumstances that may have posed or continues to pose a risk to the physical or psychological safety of a child or young person. This includes, but may not be limited to:
  - i. incidents or allegations of sexual, physical, or other **abuse** or **inappropriate behaviour**;
  - ii. matters that are recent or historical in nature.
- (e) The term ‘Appropriate Person’ includes the following:

<i>Person with concern</i>	<i>Appropriate persons to share information with</i>
<i>Children and young people</i>	<p>Children and young people are asked to raise any concerns (impacting either themselves or their peers) with <u>an adult they trust</u>, so that the adult can help.</p> <p>Student Protection Officers (in Schools) and Responsible Persons and Nominated Supervisors (in Services) are particularly available to help.</p> <p>It is also recognised that friendship and support from peers is important to help children and young people feel safe and less isolated.</p>

<i>Visitors, including parents and carers</i>	<ul style="list-style-type: none"> <li>i) In Schools: A Student Protection Officer or person with Appropriate Authority</li> <li>ii) In Services: A person with Appropriate Authority</li> </ul>
<i>Volunteers and staff</i>	<ul style="list-style-type: none"> <li>i) In Schools: A Student Protection Officer or the Principal</li> <li>ii) In Services: A Nominated Supervisor or the Approved Provider</li> </ul>
<i>(staff are also to refer to relevant sections below regarding statutory reporting obligations)</i>	<p>Where required to guide the application of the Policy, volunteers and staff are also able to share information with staff from:</p> <ul style="list-style-type: none"> <li>i) The Anglican Schools Commission</li> <li>ii) The Office of the Director of Professional Standards (regarding sexual misconduct)</li> </ul>

- (f) All reasonable steps are expected to be taken to prevent abuse and reduce risk of harm to children and young people. The obligation to share concerns with an Appropriate Person is essential given the duty of care owed to children and young people, and statutory reporting obligations under legislation (note, statutory reporting obligations can be found in the Procedures).
- (g) If a person is unsure about whether to share the information, then the information is to be shared.
- (h) Any concern can be shared in writing however this should not impede the person from informing the Appropriate Person of the concern in a timely manner. For staff, where the matter relates to physical or sexual abuse, this information must be provided in writing through commencement of a Protection Form. In addition to this, any adult may be asked by the Appropriate Person to document the concern they are sharing information about in writing, however the absence of such does not remove the Appropriate Person’s responsibility to respond.
- (i) Where the concern identified by an **adult student**, visitor, volunteer or staff member, causes the person to believe on reasonable grounds that a child sexual offence is being or has been committed against a child by another adult, the person who has identified the concern is required to disclose the concern to the Police. A report to Police may not be required in certain circumstances, including where the person who identified the concern believes on reasonable grounds that the concern has already been disclosed to the Police. It is therefore appropriate for the Principal (School), Nominated Supervisor (Service), or another delegate of the governing body to inform the person when their concern has been reported to Police.
- (j) Participate in relevant induction and education as directed by the School or Service (see section 10.5.1 of this Policy).

## 10.2 STAFF AND VOLUNTEERS

Volunteers and staff members in Schools and Services have the following additional responsibilities:

- (a) Be attuned to signs of harm, and where appropriate to their role, facilitate child-friendly ways for children to express their views, participate in decision making and raise their concerns.
- (b) Seek support and guidance as necessary on how to effectively support children’s safety and wellbeing, especially where there is any uncertainty in applying this Policy and the Procedures.

(c) Maintain confidentiality, information sharing and record keeping requirements detailed in the Procedures.

(d) Where there is a reasonable suspicion that an individual has been non-compliant with, or has breached, this Policy and the Procedures, follow the complaints process detailed in section 5 of this Policy.

(e) FOR STAFF: Immediately prepare a written report when they become aware, or reasonably suspect, in the course of their employment at the School or Service, that a child, young person or student has been, is being or is likely to be, **sexually abused** by another person.

- i. This written report is to be provided:
  - For Schools: to the Principal; or
  - For Services co-located with a School: to both a Nominated Supervisor and the Principal; or
  - For other Services: to the Nominated Supervisor; or
  - Where the concerns relate to the Principal: to a Director of the School's governing body, or their delegate (see section 10.9 and Appendix B);
  - Where concerns relate to the Nominated Supervisor: to the Approval Provider, or their delegate (see section 10.9 and Appendix B).
- ii. This report must include:
  - the name of the person giving the report (the first person);
  - the child or young person's name and sex;
  - details of the basis for the first person becoming aware, or reasonably suspecting, that the child or young person has been sexually abused, or is likely to be sexually abused, by another person;
  - details of the abuse or suspected abuse;
  - any of the following information of which the first person is aware:
    - the child or young person's age;
    - the identity of the person who has sexually abused, or is suspected to have sexually abused, the child or young person;
    - the identity of anyone else who may have information about the abuse or suspected abuse.

### 10.3 MANDATORY REPORTERS TO CHILD SAFETY

**Mandatory reporters** to Child Safety have the following additional responsibilities:

(a) The following relevant persons are to make a written report to **Child Safety** when, during the course of the person's engagement as a relevant person, they form a reportable suspicion that a child is **in need of protection** due to physical or sexual **abuse**:

- i. **Teachers;**
- ii. **Registered nurses** and doctors;
- iii. **Education and care professionals.**

(b) This report must include information known about:

- i. the basis on which the person has formed the reportable suspicion;



- ii. the child's name, age and sex descriptor;
- iii. details of how to contact the child (e.g. the address at which the child usually lives; or the name and address of the school the child attends);
- iv. details of the harm to which the reportable suspicion relates;
- v. 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;
- vi. particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.

#### 10.4 STUDENT PROTECTION OFFICERS (SCHOOLS) AND NOMINATED SUPERVISORS/THEIR DELEGATE (SERVICES)

Student Protection Officers and Nominated Supervisors have a vital role in helping create a safe environment for children and young people, and helping the School and Service meet their child safety responsibilities. This includes, but may not be limited to, the following additional responsibilities:

- (a) Be a key contact person and support for children and young people when they are concerned for their own, or another child or young person's safety or wellbeing, or are reporting the conduct of any person in an Anglican School or Service that a child or young person considers as **inappropriate behaviour** or abuse;
- (b) Be a key contact person and support for families, volunteers, staff or visitors relevant to concerns for a child or young person's safety, or the conduct of any person in an Anglican School or Service that may be inappropriate behaviour or abuse;
- (c) Facilitate the identification and gathering of information that will assist in determining the most appropriate responses to concerns, such as whether a matter meets the threshold for reporting to Child Safety or Police for their investigation;
- (d) Report to Child Safety where there is a reasonable suspicion that a child is in need of protection from any type of abuse or neglect, including an unborn child who may be in need of protection after they are born;
- (e) Whenever identified as being of assistance, consult with the Child Safety Advocate, from the ASC, regarding the application of this Policy and the Procedures in practice;
- (f) Assist the Principal (Schools) and Approved Provider (Services) in meeting their responsibilities, as outlined in this Policy.

## 10.5 PRINCIPALS (SCHOOLS) AND NOMINATED SUPERVISORS (SERVICES)

### 10.5.1 IMPLEMENTATION OF POLICY

Principals and Nominated Supervisors are responsible for facilitating the implementation of this Policy and the Procedures at all levels of the School or Service. This includes, but may not be limited to, the following additional responsibilities:

(a) Ensure effective systems are in place within the School or Service to be able to access and evidence the agreement of all persons, which must be obtained prior to their commencement in their intended role, to comply with any relevant behavioural expectations as directed by the School or Service, including this Policy and the Procedures.

(b) Ensure all reasonable steps are implemented to prevent abuse and reduce risk of harm to children and young people. This applies to:

- i. Identifying and managing risks of harm or abuse to children and young people when they are under the care, supervision, control or authority of the School or Service; and
- ii. Identifying and managing risks of harm or abuse to children and young people when they are not under the care, supervision, control or authority of the School or Service. This may include referring a matter to Child Safety or Police.

(c) Ensure, as developmentally appropriate, children and young people meaningfully participate in the effective implementation of the Policy within the School or Service.

(d) Ensure this Policy and the Procedures are made available, and relevant changes to this Policy or the Procedures, are notified to any relevant stakeholder, including, as is developmentally appropriate, children and young people; parents, carers and guardians; and staff, volunteers and visitors.

(e) Ensure information, training and instruction necessary to protect children and young people from risks to their safety, and relevant to this Policy, is provided; noting the following minimum requirements:

<i>Person</i>	<i>Minimum requirements</i>
<i>Children and young people</i>	<p>Developmentally applicable, and culturally safe and appropriate information is provided on how to seek assistance and report any concerns. This includes, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• what child safety and wellbeing means;</li> <li>• the organisation’s commitment to child safety and wellbeing, and how this is implemented in operations. This includes who to talk to within the School or Service, and any relevant information about the School or Service’s risk management strategy;</li> <li>• rights and responsibilities, e.g. regarding safety, information and participation;</li> <li>• safe, inclusive environments and protective, proactive and responsive strategies to safety and wellbeing.</li> </ul>

Person	Minimum requirements
	<p>In part, this may occur through the use of developmentally appropriate abuse prevention and respectful relationships programs/content.</p>
<p><i>Visitors, volunteers and staff</i></p>	<p>Be provided with information on their responsibilities relevant to this Policy.</p> <p>The nature of this information will be determined by the School or Service, as relevant to the purpose of the person’s role and responsibilities, and:</p> <ul style="list-style-type: none"> <li>• must first occur prior to the person commencing their intended role;</li> <li>• can occur through either verbal presentation or through written material (including, for example, information provided and agreed to on sign in to the School or Service);</li> <li>• must occur on at least an annual basis.</li> </ul>
<p><i>Staff and volunteers (in addition to above)</i></p>	<p>Are equipped, through ongoing education and training as relevant to their role, with the knowledge, skills and awareness to help children and young people have their safety needs met.</p> <p>Schools and services will provide information (including training materials) to support volunteers and staff, to understand matters related to the school or service’s child and youth risk management, and the role they have in helping to manage risks, such as:</p> <ul style="list-style-type: none"> <li>• helping to create environments that reduce the opportunity for abuse or harm to occur, and embed proactive strategies aimed at preventing harm and enhancing wellbeing;</li> <li>• being attuned to signs of harm and abuse and helping identify risks of harm and abuse to children and young people, including harm and abuse caused by other children and young people;</li> <li>• helping facilitate child-friendly ways for children and young people to express their views, participate in decision making and raise their concerns;</li> <li>• helping handle disclosures or suspicions of harm and abuse to children;</li> <li>• supporting colleagues who disclose harm or abuse;</li> <li>• understanding the existence and application of applicable law and any obligations that they may have under that law; and</li> <li>• effectively implementing the organisation’s relevant policies and related processes, focused on responding effectively to issues regarding child safety and wellbeing.</li> </ul> <p>For volunteers and short term/seasonal and new staff, this information will be made available through induction , whereas for staff in continuous service this will occur through annual training (discussed below).</p>

<i>Person</i>	<i>Minimum requirements</i>
<i>Staff, and members of a School Council, or Education and Care Service Management Committee (in addition to above)</i>	Are trained annually in: <ul style="list-style-type: none"> <li>• using training material provided by the ASC (including in the processes detailed in this Policy and the Procedures) and</li> <li>• information on local implementation as provided by the School or Service.</li> </ul>
<i>Student Protection Officers and Nominated Supervisors (in addition to above)</i>	Participate in: <ul style="list-style-type: none"> <li>• Schools: Student Protection Officer Induction (administered by the ASC) prior to commencing in the role;</li> <li>• Services: Child Protection Leadership Induction (administered by the ASC);</li> <li>• Professional development as arranged by the ASC.</li> </ul>

(f) Ensure effective systems are in place for the School or Service to meet confidentiality, information sharing, and record keeping and retention requirements as detailed in the Procedures.

(g) Ensure effective systems are in place for actual or perceived conflicts of interest to be declared and managed so as, where-ever possible, decisions are not made, or the management of matters are not influenced, by the staff member with the conflict.

### 10.5.2 ASSURANCE

In respect of assurance, Principals and Nominated Supervisors have the following additional responsibilities:

(a) Ensure effective systems are in place for the School or Service to evidence that responsibilities have been met and that this Policy and the Procedures have been implemented and abided by.

(b) Ensure the School or Service participation in quality assurance processes, as directed by the ACSQ or a regulatory authority.

(c) Arrange for internal reporting to themselves and either the School Council or the ECS Management Committee, on at least a quarterly basis. At minimum, reporting must include the following:

- information evidencing effective implementation of this Policy and the Procedures;
- learnings from the application of this Policy and related matters, to the management of the School or Service, including strategic risks;
- details of staff allocated and systems in place to support operations related to this Policy;
- details of how relevant people within the School or Service community are made aware of, given access to and trained in, implementing this Policy and the Procedures, as described in this Policy;
- the number of concerns raised and matters reported to each statutory authority; and
- any issues in the management of concerns that are relevant to the leadership and governance associated with developing and maintaining a child safe culture.

(d) Report to the governing body, or to their delegate (section 10.9 and Appendix C), on at least an annual basis and on request, to provide information regarding effective implementation of this Policy and the Procedures, and communicate any issues relevant to their governance responsibilities.

Note: Where a School or Service is controlled by the ACSQ a copy of this report is to be provided to the Executive Director, ASC (see Appendix B).

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### 10.5.3 MANAGEMENT OF SPECIFIC MATTERS

In respect of the management of specific matters, Principals and Nominated Supervisors have the following additional responsibilities:

(a) Assist all persons to meet their reporting responsibilities through implementing processes described in this Policy and the Procedures.

(b) Immediately provide all written reports of reasonable suspicions of sexual abuse or likely sexual abuse of a child, or another person who otherwise meets the definition of student; or a reasonable belief of a child sexual offence committed by an adult, to:

- i. a Police Officer, Queensland Police Service, and
- ii. where the Principal or Nominated Supervisor is also the person who formed the reasonable suspicion (the first person), a director of a school's governing body, Approved Provider of a service, or their delegate (see section 10.9 and Appendix C)

Please refer to the Procedures for information on reasonable excuses for not reporting a child sexual offence to Police.

(c) Where an adult student, visitor, volunteer or staff member raises a concern relating to a reasonable belief of a child sexual offence committed by an adult; inform the staff member, volunteer or visitor, in writing, when their concern has been reported to Police.

(d) Ensure reporting to Child Safety of all reasonable suspicions a child is in need of protection from any type of abuse or neglect, including an unborn child who may be in need of protection after they are born.

(e) As soon as practicable (usually immediately) report all concerns related to:

- i. the potential or alleged inappropriate behaviour by a past or current staff member or volunteer
- ii. additional matters potentially significant impact on the strategic operation of the School or Service

to a director of a school's governing body, Approved Provider of a service, or their delegate (see section 10.9 and Appendix C).

(f) Consistent with the responsibilities of School Councils and Service Management Committees, as soon as practicable, brief and share information with the Chair of the Council/Committee on all

matters potentially impacting the strategic operation of the School or Service, including information on the process followed to manage the matter.

(g) Notify and work collaboratively with the Queensland College of Teachers (QCT) regarding the management of relevant matters.

- i. For School Principals notifications include:
  - as soon as practicable after starting to deal with an allegation of harm caused or likely to be caused to a child because of the conduct of a relevant teacher;
  - as soon as practicable after stopping dealing with the allegation for any reason, notify QCT of the outcome;
  - within 14 days of a notice of dismissing a teacher, or giving a notice of dismissal to a teacher, notify QCT where circumstances call into question the teacher's competency to be employed as a teacher.
- ii. For Nominated Supervisors, where the relevant teacher is employed in a Service (and not a School where (i) applies), a complaint is to be made to the Queensland College of Teachers if the teacher is dismissed in circumstances that call into question the teacher's competency to be employed as a teacher.

(h) In addition to the above responsibilities, Principals and Nominated Supervisors are to ensure:

- i. initial and ongoing risk assessment occurs, and all reasonable precautions are subsequently implemented to identify, minimise and manage risks to children and meet duty of care responsibilities;
- ii. advice is sought from appropriate persons, whenever necessary, such as the Child Safety Advocate (ASC) and lawyers;
- iii. consideration is given to any actual or perceived conflicts, so as, where-ever possible, decisions are not made, or the management of matters is not influenced, by the staff member with the conflict;
- iv. appropriate actions to implement support for children and young people, their families, staff, volunteers and other relevant persons is taken, referring to other service providers (e.g. counselling) where appropriate;
- v. effective and appropriate communication occurs with relevant stakeholders;
- vi. human resource management responsibilities are met, including requirements relevant to employment law;
- vii. appropriate liaison and cooperation with statutory authorities such as Child Safety, Police and the Queensland College of Teachers;
- viii. consideration is given to notifying the School or Service's insurers;
- ix. at an appropriate time, relevant matters are analysed to identify any causes and systematic failures within the School or Service to inform continuous improvement.

## 10.6 PRINCIPALS

Principals have the following additional responsibilities:

(a) Ensure there are a sufficient number of staff members (at least two) nominated as Student Protection Officers at the school; that they are accessible during school hours; and that their

identity and role is appropriately communicated to the school community, including children and young people; parents, carers and guardians; and staff, volunteers and visitors. Refer to Appendix D for template to document Student Protection Officer delegation.

(b) Ensure, wherever a child or young person is in the care, supervision, control or authority of the School, including, for example, in boarding, home stay or any other care arrangements administered, arranged or approved by the School; that each child or young person clearly understands who they can speak to when they have concerns.

## 10.7 NOMINATED SUPERVISORS

Nominated Supervisors have the following additional responsibilities:

(a) If delegating responsibilities under section 10.4 of this Policy, keep written evidence of the delegated responsibility and the communication of such delegation to, at minimum, the relevant staff member, the Service's Management Committee (where applicable), and the Approved Provider or their delegate (see section 10.9 and Appendix C).

## NOTIFICATIONS TO THE REGULATORY AUTHORITY

(b) Ensure, as soon as practicable, all relevant matters are reported to the Approved Provider, or their delegate (see section 10.9 and Appendix C), to enable notification to the Department of Education, as the regulatory authority, including:

- i. any circumstance arising at the service where it is reasonable to suspect a risk to the health, safety or wellbeing of a child, or children, attending the service;
- ii. an allegation, concern or suspicion of physical abuse or sexual abuse of a child, or children, has occurred or is occurring while the child is, or the children are, being educated and cared for by the service;
- iii. serious incidents and complaints or allegations of serious incidents;
- iv. any complaints or allegations that the Education and Care Service National Law has been contravened, e.g. inadequate supervision, inappropriate discipline, or failure to protect from harm or hazard;
- v. any related disciplinary proceedings or suspension or cancellation of a teacher registration or working with children authority of a Nominated Supervisor within the Service.

(c) Nominated Supervisors are to provide, in sufficient detail and within required timeframes, all information required by either the Approved Provider (or their delegate) and the Department of Education.

## 10.8 SCHOOL COUNCILS AND SERVICE MANAGEMENT COMMITTEES

In addition to responsibilities detailed above for volunteers (10.1 and 10.2) School Councils and Service Management Committees are responsible for the following:

(a) Support effective implementation of this Policy and the Procedures.

(b) Support the School or Service and provide assurance to the governing body/ approved provider, regarding matters reported to them and the processes being followed (including matters reported to the Chair – see section 10.5.3(f)).

(c) On at least a quarterly basis, consider issues as reported by the School or Service relevant to:

- i. evidencing effective implementation of this Policy and the Procedures;
- ii. learnings from the application of this Policy and related matters, to the management of the School or Service, including strategic risks.

## 10.9 ACSQ AND OTHER GOVERNING BODIES

The ACSQ and other governing bodies (including directors of a School's governing body and Approved Providers of a Service) have the following responsibilities:

(a) The governing body of the School or Service will, by unanimous resolution, communicate any delegation of their responsibilities and arrange for such to be published alongside this Policy in Appendix C. Responsibilities relevant to this Policy include but may not be limited to the following matters, detailed in (c) to (i) below.

(b) The governing body of the School or Service will provide sufficient support for Schools and Services to effectively implement this Policy.

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### REPORTING OF SEXUAL ABUSE OR LIKELY SEXUAL ABUSE TO POLICE

(c) When receiving a report of a reasonable suspicion of sexual abuse or likely sexual abuse to a child, or other person that otherwise meets the definition of a student; or a reasonable belief of a child sexual offence committed by an adult, that is not known to have been reported to the Police:

- i. provide this report to the Police immediately; and
- ii. inform, in writing, any person who provided this report as part of their responsibilities detailed in this Policy, that the matter has been reported to the Police.

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### REPORTING TO THE REGULATORY AUTHORITY FOR EDUCATION AND CARE SERVICES

(d) Report to the Department of Education, as the regulatory authority, as required under *Education and Care Services National Law and Regulations*.

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### CONCERNS RELATED TO INAPPROPRIATE BEHAVIOUR AND OTHER MATTERS

(e) Receive reports regarding:

- i. alleged inappropriate behaviour by past or current staff members or volunteers
- ii. additional matters potentially significant impact on the strategic operation of the School or Service

(as per section 10.5.3(e)) and ensure concerns related to inappropriate behaviour are managed as per this Policy and applicable law or canon.

(f) Where a School or Service is governed or controlled by the ACSQ (see Appendix B), and the matter relates to **information** about sexual misconduct by a past or current staff member or



volunteer, the Director of Professional Standards will be one of the delegates tasked with meeting responsibilities in section 10.9(e).

(g) Provide concerns related to a **Licensed Person** to the **Bishop** or **Archbishop**.

#### ASSURANCE

(h) On at least an annual basis, or as requested by the ASC or a regulatory authority, consider issues as reported by the School or Service relevant to:

- i. evidencing effective implementation of this Policy and the Procedures;
- ii. learnings from the application of this Policy and related matters, to the management of the School or Service, including strategic risks.

(i) Provide direction and authority to the School or Service to participate in quality assurance mechanisms, such as audits, as directed by the ACSQ or a regulatory authority, the purpose of which is to provide assurance of compliance with this Policy.

### 10.10 ANGLICAN SCHOOLS COMMISSION

#### (A) CONSULTATION AND SUPPORT

Provide consultation and support on the application of the Policy and the management of related matters through the role of Child Safety Advocate.

#### (B) TRAINING

Provide training materials to Schools and Services to assist with implementation of this Policy. At minimum, this includes:

- (a) child protection training material for staff, school councils and service management committees, on relevant processes and responsibilities detailed in this Policy and the Procedures; and
- (b) induction training for School Student Protection Officers and Service leaders.

#### (C) POLICIES AND PROCEDURES

Publish this Policy and the Procedures to assist Schools and Services to meet requirements for such written processes.

### 11. LEGISLATION, CANON AND OTHER RELEVANT DOCUMENTS

In implementing this Policy, it is expected that Anglican Schools and Services will meet legal and canonical requirements; and apply the best practice approach described in referenced documents. Refer to the Procedures for further details.

#### LEGISLATION

- *Australian Charities and Not for Profits Commission Act 2012 and Regulation 2013 (Cth)*
- *Child Protection Act 1999 and Regulation 2023*

- *Civil Liability Act 2003 and Regulation 2014*
- *Criminal Code 1899*
- *Education (Accreditation of Non-State Schools) Act and Regulation 2017*
- *Education and Care Services Act and Regulation 2013*
- *Education and Care Services National Law 2018 and Regulation 2021*
- *Education and Care Services National Law (Queensland) Act 2011 and Regulation 2011*
- *Education (General Provisions) Act 2006 and Regulation 2017*
- *Education Services for Overseas Students Act 2000 (Cth)*
- *Education (Queensland College of Teachers) Act 2005 and Regulation 2016*
- *National Code of Practice for Providers of Education and Training to Overseas Students (legislative instrument)*
- *Work, Health and Safety Act and Regulation 2011*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulation 2020*

## CANON

- *Professional Standards Canon*
- *Safe Ministry to Children Canon*

## REFERENCE DOCUMENTS

- National Principles for Child Safe Organisations, published by the Australian Human Rights Commission
- National Quality Standard, published by the Australian Children’s Education and Care Quality Authority (ACECQA)
- National Strategy to Prevent and Respond to Child Sexual Abuse (2021-30), published by the National Office of Child Safety
- Protocol for Responding to Child Sexual Abuse and Sexual Misconduct, published by the ACSQ
- Working with Children in Anglican Education Policy and the Guidelines and Procedures

## 12. VERSION CONTROL

This Policy replaces both the Student Protection in Anglican Schools and the Child Protection in Anglican Education & Care Services Policies. This replacement includes any requirement to comply with these documents within a Code of Conduct or other like policy or other document.

Version	Date	Document owner	Comments
1.0	16/12/2021	Anglican Schools Commission	Approved by Diocesan Council
1.1	11/04/2021	Anglican Schools Commission	Minor changes, e.g. correct references to Appendices.
1.2	01/06/2024	Anglican Schools Commission	Update to Child Protection Regulation: ‘Sex’ to ‘sex descriptor’ and 2011 to 2023.

## APPENDIX A: KEY TERMS AND DEFINITIONS

**Abuse:** Behaviour that causes, or could reasonably be expected to cause, harm. It can be a single incident, or several incidents that take place over time. For the purpose of this Policy and the Procedures, examples of Abuse includes:

- (a) A SEXUAL OFFENCE COMMITTED AGAINST, WITH OR IN THE PRESENCE OF A CHILD
  - (i) Sexual offences refer to criminal conduct of a sexual nature and includes:
    - (A) sexual assault
    - (B) indecent acts
    - (C) production or possession of child abuse material
    - (D) 'grooming' a child in order to commit a sexual offence. Grooming concerns predatory conduct undertaken to prepare a child for sexual activity at a later time.
  - (b) SEXUAL MISCONDUCT
    - (i) Sexual misconduct includes behaviour, physical contact, speech or other communication of a sexual nature, inappropriate touching, grooming behaviour, and voyeurism. This captures a broader range of inappropriate behaviours of a sexual nature that are not necessarily criminal. Examples of sexual misconduct include:
      - (A) an adult developing a close and inappropriate relationship with a child which crosses professional boundaries
      - (B) an adult inappropriately discussing sex and sexuality with a child
      - (C) other overtly sexual acts that could lead the ASC to take disciplinary or other action.
  - (c) PHYSICAL VIOLENCE
    - (i) Physical violence includes an act that causes physical injury or pain. Examples of physical violence can include:
      - (A) hitting/kicking/punching
      - (B) pushing/shoving/grabbing/throwing/shaking
      - (C) using an object to hit or strike
      - (D) using restraint or excessive force that is inappropriate to the situation.
    - (ii) Physical violence does not include lawful behaviour. For example:
      - (A) reasonable steps taken to protect a child from immediate harm, such as taking a child's arm to stop them from going into oncoming traffic
      - (B) medical treatment given in good faith by an appropriately qualified person, such as a senior first aid officer administering first aid.
  - (d) BEHAVIOUR THAT CAUSES SIGNIFICANT EMOTIONAL OR PSYCHOLOGICAL HARM TO A CHILD
    - (i) Examples of behaviours that may cause emotional or psychological harm include:
      - (A) exposure to violence or threats of violence, including family violence
      - (B) persistent hostility/rejection
      - (C) humiliation/belittling
      - (D) scapegoating.
    - (ii) Please note the following does not constitute behaviour that causes significant emotional or psychological harm to a child:
      - (A) a person takes reasonable steps to protect a child from immediate harm

- (B) a person with responsibility for discipline takes lawful and reasonable disciplinary action, such as sending a child to sit in 'time out' for a period of time, in line with organisational policy
- (C) the conduct is related to providing medical treatment or care given in good faith, such as a first aid officer administering first aid.

(e) SIGNIFICANT NEGLECT OF A CHILD

(i) The neglect:

- (A) must be more than minor and insignificant
- (B) does not need to have a lasting or permanent effect
- (C) may be an ongoing situation or a one-off incident, as long as it is not minor in nature.

(ii) Examples of different types of neglect include:

- (A) supervisory neglect, which is the absence or inattention of a person which places the child at risk of physical harm or injury, sexual abuse or allows other criminal behaviour towards the child
- (B) physical neglect, which is the failure to provide basic physical necessities for a child, such as adequate food, clothing and housing
- (C) medical neglect, which is the failure to provide for appropriate medical care for a child, including a failure to acknowledge the seriousness of an illness or condition, or deliberately withholding appropriate care.

Also see: <https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect>

The Queensland Government publishes the following information on child abuse:

<https://www.cyjma.qld.gov.au/protecting-children>. This information is referenced here as it is published by the Department that administers the *Child Protection Act 1999*, including the requirement for relevant persons to notify reportable suspicions a child is in need of protection from physical or sexual abuse.

**Adult student:** a person enrolled as a student of a School who is 18 years or older.

**All persons:** All children and young people, **staff, volunteers** and **visitors** in the School or Service.

**Appropriate Authority:**

An Appropriate Authority in a School refers to members of the senior or executive leadership team who include, but are not limited to:

- The Principal.
- The Deputy Principal, Heads of 'Schools' (e.g. Junior, Middle, Senior), Assistant Heads, Deputy Heads, Deans and Directors.

An Appropriate Authority in an ECS refers to the Director/Coordinator or Nominated Supervisor of the Service.

In some circumstances (e.g. complaints), Schools owned or controlled by ACSQ or ECS for which ACSQ is the Approved Provider, the Chair of a school council or ECS management committee or the Executive Director, Anglican Schools Commission may be considered as an Appropriate Authority.

For other Anglican Schools or ECS, the Chair of the School's governing body or ECS management committee may be considered an Appropriate Authority.

**Appropriate Person:** the term 'Appropriate Person' will differ depending on the person who is reporting a concern. Please see the table below to ascertain who the 'Appropriate Person' would be in different circumstances.

<i>Person with concern</i>	<i>Appropriate persons to share information with</i>
<i>Children and young people</i>	<p>Children and young people are asked to raise any concerns (impacting either themselves or their peers) with <u>an adult they trust</u>, so that the adult can help.</p> <p>Student Protection Officers (in Schools) and Responsible Persons and Nominated Supervisors (in Services) are particularly available to help</p> <p>It is also recognised that friendship and support from peers is important to help children and young people feel safe and less isolated.</p>
<i>Visitors, including parents and carers</i>	<ul style="list-style-type: none"> <li>• In Schools: A Student Protection Officer or person with Appropriate Authority</li> <li>• In Services: A person with Appropriate Authority</li> </ul>
<i>Volunteers and staff</i> <i>(staff are also to refer to relevant sections below regarding statutory reporting obligations)</i>	<ul style="list-style-type: none"> <li>• In Schools: A Student Protection Officer or the Principal</li> <li>• In Services: A Nominated Supervisor or the Approved Provider</li> </ul> <p>Where required to guide the application of the Policy, volunteers and staff are also able to share information with staff from:</p> <ul style="list-style-type: none"> <li>• The Anglican Schools Commission</li> <li>• The Office of the Director of Professional Standards (regarding sexual misconduct)</li> </ul>

**Approved Provider:** Holds provider approval for the Education and Care Service under the *Education and Care Service National Law 2018*.

**As soon as practicable:** As soon as is able to be done (often immediately).

**ASC:** the Anglican Schools Commission.

**Archbishop and Bishops:** Refers to the Archbishop of Brisbane and the ACSQ Regional Bishops, as well as the Bishop of the North Queensland Diocese.

**Child Abuse:** Please see definition of *Abuse*.

**Child and Youth Risk Management Strategy:** Sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* requires our Schools and Services to have a Child and Youth Risk Management Strategy that implements employment practices and procedures to promote the wellbeing of a child affected by the regulated employment or regulated businesses undertaken as part of the School or Service and to protect the child from harm.

**Child safe principles:** [National Principles for Child Safe Organisations](#) as published by the Australian Human Rights Commission.

**Child Safety:** Refers to the Queensland Department of Children, Youth Justice and Multicultural Affairs.

**Children and young people:** Consistent with *the Child Protection Act 1999*, a child means anyone under the age of 18 years. In addition to this, in this context, the terms child and/or young person are used. This includes young people who are 18 years or older where they are enrolled in an Anglican School. Children and young people are also commonly referred to as students (defined below).

Note: for the purpose of the Policy and the Procedure, requirements related to students apply to any child or young person associated with the School or Service or where the concern is obtained through a person's engagement with a School or Service.

**Child sexual offences:** Are detailed within the *Criminal Code 1899*.

**Concern:** Information of whatever nature and from whatever source, that leads to a reasonable suspicion of circumstances that may have posed or continues to pose a risk to the physical or psychological safety of a child or young person. This includes, but may not be limited to:

- incidents or allegations of sexual, physical, or other abuse or inappropriate behaviour;
- matters that are recent or historical in nature.

**Conflict of interest:** A conflict of interest is a situation in which someone in a position of trust or responsibility has competing professional or personal interests. A conflict may exist even if no unethical or improper acts result. A conflict can create an appearance of impropriety that can undermine confidence in the person or the School or Service.

**Director of a school's governing body:** As defined in section 9 of the *Education (Accreditation of Non-State Schools) Act 2017*. See Appendix A of the Policy for more information.

**Education and care professionals:** An individual, other than a volunteer or an individual under the age of 18, who is:

- (a) any of the following under the *Education and Care Services Act 2013*:
  - i. an approved provider;
  - ii. a supervisor for a QEC approved service;
  - iii. an educator for a QEC approved service; or
- (b) any of the following under the *Education and Care Services National Law (Queensland)*:
  - i. an approved provider;
  - ii. a nominated supervisor for an approved education and care service;
  - iii. an educator for an approved education and care service;
  - iv. a family day care co-ordinator for an approved family day care service;
  - v. a family day care educator for an approved family day care service.

**Grooming:** As defined in the *Professional Standards Canon*, means the cultivation of a relationship in order to:

- (a) initiate or hide sexual assault or abuse;
- (b) facilitate the procurement of a child to engage in a sexual act; or
- (c) expose, without legitimate reason, a child to any indecent matter.

In the case of child sexual abuse, an offender may groom not only the child, but also the child's parents or guardians, colleagues or other persons.

**Harm:** As defined in section 9 of the *Child Protection Act 1999* and the *Education (Queensland College of Teachers) Act 2005*: Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**In need of protection:** As defined in section 10 of the *Child Protection Act 1999* a child in need of protection is a child who:

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

**Inappropriate behaviour:**

- (a) is **sexual** in nature, including **grooming**, or
- (b) regardless of the nature of the behaviour, where it is reasonable to suspect this behaviour has placed a child or young person at risk of harm, caused harm, or there is a **likelihood of future harm**. For example, this includes behaviour defined as **abuse**.

**Information:** As defined in Professional Standards Canon, information of whatever nature and from whatever source relating to:

- (a) alleged conduct of a Church Worker wherever or whenever occurring involving sexual harassment or assault, or sexually inappropriate behaviour, grooming or the possession, making or distribution of child exploitation material;
- (b) alleged inappropriate or unreasonable conduct or omission of a Church Worker who had knowledge of (a); or
- (c) an alleged process failure.

**Licensed persons:** A person ordained to the order of bishop, priest or deacon within the Anglican Church of Australia. These are known as Holy Orders.

**Likelihood of future harm:** Relates to harm where it is reasonable to believe it will present later in a person's development. This includes harm that is likely to occur should the alleged inappropriate behaviour of concern continue.

**Mandatory Reporter:** Pursuant to s 13E of the *Child Protection Act 1999* a mandatory reporter is any of the following:

- (a) a doctor;
- (b) a registered nurse;
- (c) a teacher;
- (d) a police officer who, under a direction given by the commissioner of the police service under the *Police Service Administration Act 1990*, is responsible for reporting under this section;
- (e) a person engaged to perform a child advocate function under the *Public Guardian Act 2014*;
- (f) an early childhood education and care professional.

**Nominated Supervisor:** Means an individual who is nominated by the Approved Provider of the Service under the *Education and Care Service National Law 2017* to be a Nominated Supervisor of that Service; and who has provided written consent to that nomination.

**Parent:** Consistent with the *Child Protection Act 1999* and *Working with Children (Risk Management and Screening) Act 2000*, a parent is the child's mother, father or someone else having or exercising parental responsibility for the child, other than on a temporary basis.

**Peers:** a child or young person of similar age. For example, for a year 10 student, other high school students are their peers.

**Principal:** Consistent with the *Education (General Provisions) Act 2006*, the person responsible for the school's day-to-day management. Also known as a Head of the School, Headmaster/mistress or other similar title.

**Procedures:** Means the *Protecting Children and Young People in Anglican Education Guidelines and Procedures*

**Policy:** Means the *Protecting Children and Young People in Anglican Education Policy*

**Reasonable belief:** Means believes on grounds that are reasonable in the circumstances.

**Reasonable suspicion:** Means suspects on grounds that are reasonable in the circumstances.

**Registered nurse:** Consistent with the *Child Protection Act 1999* means a person registered under the *Health Practitioner Regulation National Law*:

- (a) to practise in the nursing profession, other than as a student; and
- (b) in the registered nurse's division of that profession.

**Responsible Person:** Consistent with the definition within section 162 of the *Education and Care Service National Law*, a Responsible Person includes:

- (a) the approved provider, if the approved provider is an individual or, in any other case, a person with management or control of an education and care service operated by the approved provider;
- (b) a nominated supervisor of the service;
- (c) a person in day-to-day charge of the service.

**Safety:** the condition of being protected from harm.



**Sexual abuse:** Sexual abuse is defined in section 364 of the *Education (General Provisions) Act 2006* as including sexual behaviour involving the student and another person, where:

- (a) The other person bribes, coerces, exploits, threatens or is violent toward the student; or
- (b) The student has less power than the other person; or
- (c) There is a significant disparity between the student and the other person in intellectual capacity or maturity.

**Serious Incident:** A Serious Incident includes:

- the death of a child at the ECS, or following an incident at the ECS
- any incident involving serious injury or trauma to a child where it could be reasonably expected the children required urgent medical attention from a registered medical practitioner, or attend a hospital (e.g. broken limb)
- any incident involving serious illness, where a child ought reasonably to have attended a hospital (e.g. anaphylaxis)
- any emergency for which emergency services attended
- any circumstance where a child appears to be missing or cannot be accounted for
- any circumstance where a child appears to have been taken or removed from the premises in a manner that contravenes Regulations, or
- any circumstance where a child is mistakenly locked in or locked out of the premises or any part of the premises.

**Staff:** A staff member is a person who is employed by the School or Service.

**Student:** Consistent with the *Education (General Provisions) Act 2006*, includes a student under 18 years attending the School; a kindergarten age child registered in a kindergarten learning program at the School; or a person with a disability who is being provided with special education at the School.

**Student Protection Officers:** A person appointed by the Principal under section 10.6. See the Procedures for further information.

**Teachers:** An approved teacher under the *Education (Queensland College of Teachers) Act 2005* employed at a school.

**Visitors:** Any person visiting the School or Service.

**Volunteers:** Consistent with the *Working with Children (Risk Assessment and Screening) Act 2000*, a person undertaking work for a School or Service without receiving financial reward. 'Undertaking work' is understood to mean holding a position or performing a function with the actual or apparent authority of the School or Service.

**[Working with Children in Anglican Education Policy:](#)** As published by the Anglican Schools Commission

## APPENDIX B: EXPLANATORY NOTES

The Anglican Church Southern Queensland (ACSQ) is also known as the Corporation of the Synod of the Diocese of Brisbane.

1. The ACSQ is the governing body for the following Schools and Services, and is supported by the Anglican Schools Commission, School Councils and Service Management Committees to effectively govern. For Services the ACSQ is also the Approved Provider.

Anglican Church Grammar School (Churchie)
Carey Lane Early Learning Centre (ELC)
Coomera Anglican College, ELC and Outside School Hours Care (OSHC)
Fraser Coast Anglican College, Koala Kindy and Roos Care OSHC
Rainbow Town ELC
St Alban's Wilston Early Childhood Centre
St Andrew's Anglican College, Little Saints ELC and OSHC
St Luke's Anglican School and ELC
St Hilda's School, Pre-preparatory and OSHC
St Paul's School and ELC
Sunnybank Anglican ELC
Sunnybank Anglican Parish OSHC
The Glennie School, Community Kindergarten and Pitstop OSHC
The Southport School and Pre-Preparatory School
Toowoomba Anglican School, Kindergarten and OSHC
West Moreton Anglican College

2. Separately Incorporated Anglican Schools and Services within the ACSQ catchment, with their own Company Board and governance structure are:

ACSQ controlled	Other
Cannon Hill Anglican College	All Saints Anglican School, Pre-Prep and OSHC
Oaklands ELC and OSHC (Churchie)	Canterbury College, ELC and OSHC
St John's Anglican College, Kindergarten and OSHC	Hillbrook Anglican School
The Springfield Anglican School and Tiny Tartans Kindy and OSHC	Matthew Flinders Anglican College, ELC and OSHC
	St Aidan's Anglican Girls' School, Kindergarten and OSHC
	St Margaret's Anglican Girls' School, Pre-prep and OSHC

## APPENDIX C: DELEGATIONS OF GOVERNING BODY

This list of delegations is reflective of all Schools and Services governed by the ACSQ (refer to section 10.9 and Appendix B). ACSQ has a number of roles relating to child safety that it can delegate to specific persons/entities. Please see below a list of ACSQ's relevant delegations.

The governing body of each Separately Incorporated Anglican School and Service will need to review this appendix and amend as appropriate to their circumstances, ensuring their own version is published alongside this Policy (refer to section 3 of this Policy).

### 1. REPORTING OF SEXUAL ABUSE OR LIKELY SEXUAL ABUSE TO POLICE

#### ACSQ DELEGATE: EXECUTIVE DIRECTOR, ASC

Note: this reflects the delegation, made by unanimous resolutions, by the Directors of the governing body, pursuant to section 366B of the *Education (General Provisions) Act 2006*.

Reference: Section 10.9 (c) of the Policy.

*Receiving a report of a reasonable suspicion of sexual abuse or likely sexual abuse to a child, or other person that otherwise meets the definition of a student; or a reasonable belief of a child sexual offence committed by an adult, that is not known to have been reported to the Police:*

- a) *provide this report to the Police immediately; and*
- b) *inform, in writing, any person who provided this report as part of their responsibilities detailed in this Policy, that the matter has been reported to the Police.*

### 2. REPORTING TO THE REGULATORY AUTHORITY FOR EDUCATION AND CARE SERVICES

#### ACSQ DELEGATES: EXECUTIVE DIRECTOR, ASC AND GENERAL MANAGER ACSQ

Reference: Section 10.9 (d) of the Policy.

*Report to the Department of Education, as the regulatory authority, all relevant matters required under Education and Care Services National Law and Regulations.*

### 3. CONCERNS RELATED TO INAPPROPRIATE BEHAVIOUR AND OTHER MATTERS

#### ACSQ DELEGATES: EXECUTIVE DIRECTOR, ASC AND WHERE A MATTER RELATES TO INFORMATION ABOUT SEXUAL MISCONDUCT, THE DIRECTOR OF PROFESSIONAL STANDARDS.

Reference: Section 10.9 (e, f, g) of the Policy.

*The Executive Director of the ASC is the delegate to receive reports regarding:*

- i. *alleged inappropriate behaviour by past or current staff members or volunteers*
- ii. *additional matters potentially significant impact on the strategic operation of the School or Service*

*and will ensure concerns related to inappropriate behaviour are managed as per this Policy and applicable law or canon.*

*Where a matter relates to information about sexual misconduct by a past or current staff member or volunteer, both the Executive Director, ASC and the Director of Professional Standards, ACSQ are the delegates tasked with meeting responsibilities in section 8.10.5 of the Policy. If the information does not relate to sexual misconduct, the Director of Professional Standards has no role.*

*The delegates will also provide concerns related to a Licensed Person to the Bishop or Archbishop.*

## 4. ASSURANCE

**ACSQ DELEGATES:** DIOCESAN COUNCIL, VIA THE EXECUTIVE DIRECTOR, ASC

Reference: Section 10.9 (h and i) of the Policy.

*On at least an annual basis, or as requested by the ASC or a regulatory authority, consider issues as reported by the School or Service relevant to:*

- a) evidencing effective implementation of this Policy and the Procedures;*
- b) learnings from the application of this Policy and related matters, to the management of the School or Service, including strategic risks.*

*Provide direction and authority to the School or Service to participate in quality assurance mechanisms, such as audits, as directed by the ACSQ or a regulatory authority, the purpose of which is to provide assurance of compliance with this Policy.*

APPENDIX D: DELEGATION OF STUDENT PROTECTION OFFICERS

**Student Protection Officers**

[insert name of School/College here]  
as at [insert effective date here]

[Insert name of School/College] has adopted the *Protecting Children in Anglican Education Policy, Guidelines and Procedures*, published by the Anglican Schools Commission. As such, where there is a potential, perceived or actual concern:

- i. for a child or young person associated with a School; or
- ii. about the conduct or behaviour of a person who has, or had, an association with children or young people through a School;

children, young people and their families are encouraged; and staff, volunteers and visitors must as soon as practicable, share this information with an Appropriate Person such as a Student Protection Officer. The following staff are appointed as Student Protection Officers for [Insert name of School/College].

AS APPOINTED BY [INSERT Principal name]

Name	Position	Phone number

**Signed:** \_\_\_\_\_  
Principal Name Signature Date

## APPENDIX E: ACKNOWLEDGEMENT

The following acknowledgement can be used by Schools and Services. Alternatively, this acknowledgement may be reflected in other documents such as employment contracts, volunteer agreements or induction/training resources.

### ACKNOWLEDGEMENT OF POLICY

Name of staff member or volunteer:

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Role/s within School or Education & Care Service:

---

Name of School or Education & Care Service:

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I acknowledge I have read, understood and agree to abide by the *Protecting Children & Young People in Anglican Education Policy*.

I understand this agreement forms part of my employment conditions or volunteer agreement.

Signature of staff member/ volunteer:

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Name of staff member/ volunteer:

---

Date:

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