

TKIS CHILD PROTECTION POLICY

Purpose:	The purpose of this policy is to provide written	en processes about –
	 (a) how the school will respond to harr years; and (b) the appropriate conduct of the sch to comply with accreditation requirements. 	n, or allegations of harm, to students under 18 ool's staff and students
Scope:		part-time, permanent, fixed-term and casual s and people undertaking work experience or ernational School
Status:	Approved	Supersedes : Child Protection Policy 2024 v3
Authorised by:	School Governing Body	Date of Authorisation: October 2025
References:	 Criminal Code Act 1899 (sections 229BB The Kooralbyn International School Con The Kooralbyn International School Con The Kooralbyn International School Chil with Children (Risk Management and School Children) 	chools) Act 2017 (Qld) ichools) Regulation 2017 (Qld) int and Screening) Act 2000 (Qld) int and Screening) Regulations 2020 (Qld) int and 229BC) inplaints Handling Policy inplaints Handling Procedure id Risk Management Strategy (for the Working creening) Act 2000 (Qld)) in the Health and Safety Policy (for the Work Health
Review Date:	Annually	Next Review Date: October 2026
Policy Owner:	School Governing Body	

Definitions

- Section 9 of the *Child Protection Act* 1999 "Harm", 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.
- 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.
- Section 364 of the *Education (General Provisions) Act* 2006 "Sexual abuse", in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances—
 - (a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
 - (b) the relevant person has less power than the other person;
 - (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Health and Safety

The Kooralbyn International School (TKIS) has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

Responding to Reports of Harm

When TKIS receives any information alleging 'harm' 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 is set out in the school's Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

Conduct of Staff and Students

All staff, contractors and volunteers must 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 students³.

Reporting Inappropriate Behaviour

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

• Mr Ian Macpherson (Interim Principal)

or

Mr Jason Wynne-Markham (Deputy Principal)

¹ 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)

² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the principal. Where the principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's governing body⁴. Reports will be dealt with under the school's Complaints Handling Policy.

Reporting Sexual Abuse⁵

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 at TKIS;
- b) a kindergarten aged child registered in a kindergarten learning program at TKIS;
- 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 give a written report about the abuse or suspected abuse to the Interim Principal or to the Deputy Principal immediately.

TKIS' Interim Principal or the Deputy Principal must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the school's Interim Principal, the Interim 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 a director of the school's governing body 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 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 abuse⁶.

Reporting Likely Sexual Abuse 7

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 TKIS;
- b) a kindergarten aged child registered in a kindergarten learning program at TKIS;
- 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.

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⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

⁵ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

⁶ Education (General Provisions) Regulation 2017 (Qld) s.68

⁷ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

then the staff member must give a written report about the suspicion to the Interim Principal or to a director of the school's governing body immediately.

The school's Interim Principal or the director must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the school's Interim Principal, the Interim Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a director of the school's governing body 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;
- 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 abuse⁸.

Reporting Physical and Sexual Abuse 9

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.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion ¹⁰;
- 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 relates¹¹.

Please refer to: Mandatory Reporting Schedule | A guide for TKIS staff in appendix of this policy.

⁸ Education (General Provisions) Regulation 2017 (Qld) s.69

⁹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)

¹⁰ Child Protection Act 1999 s.13G (2)(a)

¹¹ See Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"

Beaudesert Child Safety Service Centre

Address: Shop 12-18 1 Telemon Street Beaudesert Qld 4285

Postal address: PO Box 738 Beaudesert Qld 4285

Phone: (07) 5542 4300 Fax: (07) 5542 4301

South East Office Phone: 1300 679 849

Responsibilities under 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 Report¹²

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 Protect¹³

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.

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 website¹⁴. The school also offers yearly training to staff and volunteers as well as additional training which is provided to new staff during the induction process. Students are given instructions relating to who to report to if they are feeling at risk during assembly and during new student orientation. Instruction are also provided in the student diary and each classroom has instructions for students who feel at risk, outlining who they can report to. Policies are also available through the schools electronic management system and are available upon request at any time either via hard copy or electronically.

¹² Criminal Code Act 1899 (Qld) s.229BC

¹³ Criminal Code Act 1899 (Qld) s.229BB

¹⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request from the school administration¹⁵.

Training

TKIS will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually¹⁶. Training is provided through the ISQ connect and learn portal for all staff and board members and a register of certificates of completion is kept. It is mandatory for all staff and board members to complete this training annually. Additional training is provided during full staff meetings and to new staff during the induction process. All staff are provided with updated copies of TKIS' child protection policy at the beginning of the school year and new staff are provided with a copy upon commencement at the school. Policies are also available through TKIS' electronic management system and are available upon request at any time either via hard copy or electronically.

Implementing the Processes

TKIS will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually ¹⁷.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under The Kooralbyn International School Complaints Policy and Complaints Handling Procedure.

Please refer to: Mandatory Reporting Schedule | A guide for TKIS staff in appendix of this policy.

¹⁵ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)

¹⁶ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

¹⁷ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

Mandatory Reporting Schedule | A guide for TKIS Staff

involving a student of the school is received... A complaint or concern

being made. conflict of interest with the person or experienced staff member who has no persons about whom the allegation is Coordinator, HR Manager or any Teacher in good standing, Welfare Coordinator, Dean of Students, a following: Principal, a School include at least three (3) of the Review Committee will endeavour to The school's Mandatory Reporting

of the person's employment. The phrase "reportable In addition, teaching staff (including the Principal) have mandatory reporting obligations under the Ohild orms a "reportable suspicion" about a child in the course uspicion that the child: eporting obligations arise if a relevant staff member rotection Act 1999 (Qid) (CPA). These mandatory uspicion" is defined in s13E(2) to mean a reasonable

 Has suffered, is suffering, or is at acceptable risk of suffering, significant harm caused by physical or sexual

between colleagues as set out in this Guide. he CPA permits conferrals and information sharing May not have a parent able and willing to protect the child from the harm.

Do you believe this complaint/concern meets the threshold for reporting as **Sexual Abuse** or **likely Sexual Abuse**?

2. If you are unsure whether it's a reportable matter, then...you should report the matter to the school's principal and/or Mandatory Reporting Review Committee. If you are in doubt, you do below). If the harm involves sexual abuse or likely sexual abuse, (see definition above) then the matter must also be reported to police (see IF YES information below, right) 1. If you become aware or form a reasonable suspicion that a child has been, is being, or is likely to be harmed, then you are required to report it via the Online Child Protection Guide (see For example: Do you believe this matter constitutes sexual behaviour* with a student, where an older person bribes, coerces, exploits, threatens or is violent towards a student/child? Do you have a reportable suspicion? i.e. do you believe from the evidence available, that the matter might fulfil the definition of sexual abuse or likely sexual abuse under the EGPA: not have to make the decision alone...the greater the number of reasonable persons (teachers, coordinators, management, etc.) involved in this confidential decision, the safer. If any reasonable person' believes they have a reportable suspicion of Sexual Abuse, then they and the school must err on the side of safety for the child and report to Police.

in this matter, we can refer to [Benchbook - Indecent dealing with a child under 16: s 210(1)(a)] "In looking at all factors, you must consider if the touching had a sexual is still legally required to make a decision about whether in their own mind, the matter constitutes sexual abuse or likely sexual abuse, and we are permitted to seek additional carefully, and if in doubt, to err on the side of the child's safety. for doing something but given the school's potential liability and our obligations to reduce hazards to staff psychosocial wellbeing, we all must consider the evidence before us connotation. Do you accept beyond reasonable doubt that there was a sexual connotation to the touching, that is that the touching was motivated by a desire held by the constitute sexual behaviour which means it is unlikely to qualify as sexual obuse, which would in turn, deem it not an automatically reportable incident to the police. For guidance making one-off physical contact with a student in public, though inappropriate and probably reason to issue a 'show cause' notice to the teacher, such behaviour might not itself Guidance: * Sexual behaviour dealing with 'touching or physical contact': Though it is certainly not the school's responsibility to investigate such matters, every mandatory reporter touching the [child] in the manner that he/she did...which is important in deciding if there was a sexual connotation to the conduct or not." We may never know a person's motive defendant to gain some form of sexual experience, pleasure or satisfaction...What the [child] thought of the conduct is not to the point, it is the motive or reason for the [adult] information to make that decision. As such, it may be helpful for the teacher or principal or Review Committee when considering whether (for example) a teacher pushing or

Does this matter meet the threshold for reporting to police as Sexual Abuse or likely Sexual Abuse?

may be caused by a single act, omission or circumstance or by a series or combination of acts, etc. child's physical, psychological or emotional wellbeing." It is immaterial how the harm is caused. Harm may be cause by physical, psychological, or emotional abuse or neglect, or sexual abuse or exploitation. The harm NOTE: The term 'harm' is defined in CPA to mean "any detrimental effect of a significant nature on the

If YES

phone 1800 818 728 | 24 hours a day

unpleasant information disclosed to wellbeing. Remember AccessEAP us can impact on our own mental Need to talk to someone? Having How are you feeling?

If NO

emotional abuse or neglect and if so, is the 'significant harm' test being fulfilled? (i.e. You have formed a *reasonable* Significant Harm Test: Is the student/child being harmed or at risk of being harmed due to physical, psychological suspicion that the child has suffered, is suffering or at risk of suffering, significant harm?) Use the Online Child Protection Guide (and print the resultant Decision Tree outcome to be included in the student's folder.)

https://secure.com

ies.qid.gov.au/cpguide/engine.aspx

If YES

(The principal must also report to the school's Governing Body (and if the suspicion involves a You must record your observations/evidence and details on the **Report of Suspected Harm or** teacher and an allegation of harm or likely harm, [physical, or emotional abuse or neglect or 131 444 or Beaudesert: 5542 1155 or Child Protection Investigative Unit [If you suspect that Sexual Abuse Form and report the matter to Qld Police Services immediately PoliceLink Ph. sexual abuse or exploitation] report to the QCT immediately when starting to deal with the allegation and again on completion of dealing with the allegation. Ph: 3377 4777 or the child might be in immediate danger, or a life-threatening situation call 000]. Save a physical copy of the Report form in the student's folder

Suspected Harm or Sexual Abuse Form and report the matter immediately to Complete the school's Report of If YES obligations under the Criminal Code Act 1899 (Qld). NOTE: In addition, all staff have mandatory child to the police unless they have a reasonable excuse not to do so. It is a criminal offence not to 16.1 All adults must report sexual offending against Might the matter also suggest the child is at risk of being harmed due to physical psychological, emotional abuse or neglect? (mgct.edu.au) consider contacting FaCC (Family and Complete a confidential Student Wellbeing Referral in LMS and If NO

(Family and Children Connect) Ph: 13 32 64 or

able to protect them from harm? a parent/carer/adult willing and Parent Test: Does the child have

https://iamiiysupportreterral.org.au/

Report in LMS and consider contacting FaCC Complete a confidential Student Wellbeing

LMS (Learning Management System) e.g. Engage or TASS, etc.

consider contacting FaCC (Family and https://familysupportreterral.org.au/ Children Connect) Ph: 13 32 64 or

Child Safety Regional Intake Service

16.2 It is a criminal offence for an adult to fail to

https://familysupportreferral.org.au/ Children Connect) Ph: 13 32 64 or

V24.5

etting (e.g. a school, church or sporting club.) protect a child from a sexual offence in an institu report such sexual offending (absent a reasonable

excuse); and

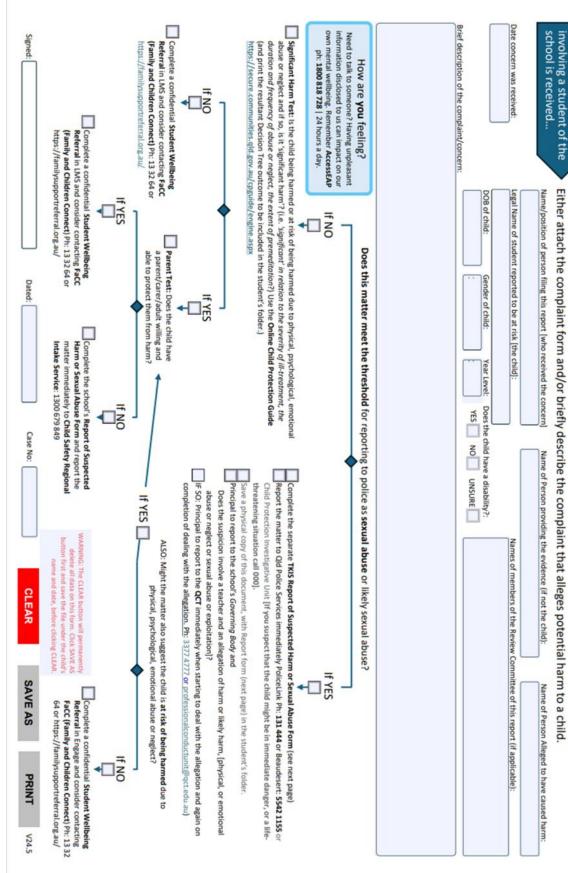
Complete a confidential Student Wellbeing Referral in LMS and

If YES

If NO

Mandatory Reporting Schedule | A guide for TKIS staff

A complaint or concern



Private and Confidential

PRINT V24.5	SAVE AS CLEAR	ete all data e file under king CLEAR.	WARNING: The CLEAR button will permanently delete all data on this form. Click SAVE AS button first and save the file under the child's name and date, before clicking CLEAR.	WARNING: The CLEAR bu on this form. Click SAVE A the child's n	Case No:	Case	Dated:			Signed:
Principal School Board QCT Ph: 3377 4777 or professionalconductunit@gct.edu.au		dren Connect	Family and Children Connect Ph: 13 32 64 or https://familysupportreferral.org.au/	Ph: 13 32 64 or hi	(Please indicate which agencies this Report of Suspected Harm or Sexual Abuse form was sent to) ice Service QPS Child Safety Services Child Safety Services https://secure.communities.qld.gov.au/cpguide/engine.aspx and Child Safety Regional Intake Service: 1300 679 849	ected Harm or Sexues. qld.gov.au/cpguy Regional Intake S	gencies this Report of Suspected Harm or Sexual Abuse form was su Child Safety Services https://secure.communities.qid.gov.au/cpguide/engine.aspx.and Child Safety Regional Intake Service: 1300 679 849	aken: (Please indicate which a QLD Police Service QPS Beaudesert: 5542 1155	Checklist of Actions Taken: (Please indica QLD Police Service QPS PoliceLink Ph: 131 444 or Beaudesert: 5542 1155	Checkl
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Any Attachments?:			nown):	and contact details if kn	lationship to student/child	use (include their re	ion about the harm or ab	who may have informa	Please indicate the identity of anyone who may have information about the harm or abuse (include their relationship to student/child and contact details if known):	Please in
Details of any harm and/or sexual abuse to the student: Please include: Time and Date of the incident; location of the incident; source of information; details of person alleged to have caused he harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by the student; any previous incidents of suspected harm; behavioral indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child, etc. PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (attach extra pages if necessary).	e harm or sexual abo	ve caused he nedical need necessary).	of person alleged to ha arm; presence of any r E (attach extra pages if	of information; details or havioral indicators of h	ion of the incident; source lents of suspected harm; be WHICH LED TO THE SUSPIC	of the incident; local t; any previous incident MATION YOU HAVE	include: Time and Date o sures made by the studen , etc. PROVIDE ALL INFORI	se to the student: Pleas ety concerns; any disclo risk to the unborn child	Details of any harm and/or sexual abuse to the student: Please include: Time and Date of the incident; location of the incident; source of information; details of person alleged to have caused havinjury; immediate and ongoing safety concerns; any disclosures made by the student; any previous incidents of suspected harm; behavioral indicators of harm; presence of any medical need relates to an unborn child, the alleged risk to the unborn child, etc. PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (attach extra pages if necessary).	Details or any injur
	vn:	on(s) if know	Name of suspected person(s) if known:	Unknown N	Other Adult Unkn	Other	Student/Other child	used the harm or abuse Child family member	Person alleged to have caused the harm or abuse: Adult family member Child family member	Persor Adult fa
					er in place?	mestic Violence ord	Are there any Family Court or Domestic Violence order in place? YESNOUNSURE	Are the	is the student in out-of-home care?: YES NO UNSURE	yES YES
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Relationship to child:	Mobile):	Phone (Mobile):	Phone (Work):	Phone (Home):		om student's:	Residential Address if different from student's:	Reside	Family Details: Parent/Caregiver 1 Name:	Family Parent
Abonginal lorres strait islander Both	Aboriginal	L								1
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tkis.qld.edu.au	admin@t	ıld.edu.a	00 www.tkis.c	Sсноог Ph 5544 5500 www.tkis.qld.edu.au admin@tkis.qld.edu.au	ATIONAL SCHOOL	YN INTERN	THE KOORALBYN INTERNATIONAL		Date the information was received:	Date th
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