



TKIS CHILD PROTECTION POLICY

Purpose:	The purpose of this policy is to provide written processes about – (a) how TKIS will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of TKIS’ staff and students to comply with accreditation requirements.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at TKIS.	
Status:	Approved	Supersedes: Child Protection Policy 2024 v3
Authorised by:	School Governing Body	Date of Authorisation: October 2025
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2020 (Qld) • Criminal Code Act 1899 (sections 229BB and 229BC) • TKIS Complaints Handling Policy • TKIS Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) • TKIS Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>) • The Kooralbyn International School Child Protection Reporting Form 	
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 an 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'¹ 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 TKIS 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 (Principal)
- Mr Jason Wynne-Markham (Deputy Principal)
- Mrs Kirsty Baldwin (Head of Primary School)
- Ms Jessica Walker (Head of Secondary School)

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 director of the school's governing body⁴. Reports will be dealt with under the TKIS 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 TKIS, 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 TKIS; and
 - ii. is not enrolled in the preparatory year at TKIS.

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

TKIS' Principal or the director of the school's governing body 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 Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to 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 Abuse⁷

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at TKIS, 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 TKIS; and
 - ii. is not enrolled in the preparatory year at TKIS.

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 Principal or to a director of the school's governing body immediately. The school's Principal or the director of the school's governing body 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 Principal, the Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to 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 or the Deputy Principal..

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹⁰;
- b) the child's name, age and sex;
- 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: *TKIS Mandatory Reporting Schedule | A guide for TKIS staff* in Appendix 1 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. An 'adult' includes students 18 year and over, parents/guardians and volunteers.

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 TKIS. 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

TKIS 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. TKIS 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 school's electronic management system and are available upon request at any time either via hard copy or electronically.

Accessibility of Processes

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

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)*

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

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 TKIS. 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 annually¹⁷.

Complaints Procedure

Suggestions of non-compliance with TKIS' processes may be submitted as complaints under TKIS Complaints Handling Policy.

APPENDICES

Appendix 1 – TKIS MANDATORY REPORTING SCHEDULE

Appendix 2 – CHILD PROTECTION REPORTING FLOWCHART

Appendix 3 - THE KOORALBYN INTERNATIONAL SCHOOL CHILD PROTECTION REPORTING FORM

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)*

Appendix 1



TKIS MANDATORY REPORTING SCHEDULE

Education Act 2006 (EGPA) — Sections 366(2) & (4) and 366A(2) & (4)

(a guide for TKIS staff)

1. PURPOSE

This Mandatory Reporting Schedule sets out the **immediate written reporting obligations** of staff, principals, and governing body directors of a **non-State school** when abuse, suspected abuse, or a reasonable suspicion of abuse of a child becomes known.

2. LEGISLATIVE BASIS

This Schedule is made pursuant to:

- **Section 366(2) and (4)** of the *Education Act 2006 (EGPA)*; and
 - **Section 366A(2) and (4)** of the *Education Act 2006 (EGPA)*.
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3. DEFINITIONS (FOR THIS SCHEDULE)

Abuse / Suspected Abuse / Suspicion

Includes any information that causes a person to reasonably suspect that a child has been, is being, or is at risk of being abused.

First Person

The staff member or Principal who first becomes aware of the abuse, suspected abuse, or suspicion.

Adult

For the purposes of this Schedule, an **adult includes**:

- A student **18 years of age or over**
- A parent or guardian
- A volunteer
- A staff member
- Any other adult person

Written Report

A written record describing the abuse, suspected abuse, or suspicion, including relevant facts and observations.

4. MANDATORY REPORTING SCHEDULE

Table 1 — Mandatory Reporting Requirements

Trigger Event	Who is the First Person?	Mandatory Action	Recipient of Report	Timeframe
Awareness of abuse, suspected abuse, or a reasonable suspicion of abuse involving a child	Staff member (not the Principal)	Prepare a written report	School Principal or Director of the School's Governing Body	Immediately
Written report received from staff member	School Principal	Give a copy of the written report	Police Officer	Immediately
Written report received from staff member	Director of the School's Governing Body	Give a copy of the written report	Police Officer	Immediately
Awareness of abuse, suspected abuse, or suspicion	School Principal (as first person)	Prepare a written report	Police Officer	Immediately
Written report made by Principal	School Principal	Give a copy of the written report	Director of the School's Governing Body and Police Officer	Immediately
Child is in immediate danger	Any person	Contact emergency services	Emergency Services (000)	Immediately

5. EMERGENCY SITUATIONS

Where a child is in **immediate danger**, **Emergency Services (000)** must be contacted immediately. This obligation **does not remove or delay** the requirement to comply with written reporting obligations under this Schedule.

6. RECORD KEEPING AND CONFIDENTIALITY

- All actions taken under this Schedule must be documented.
- Reports must be handled confidentially and shared only on a **need-to-know basis**.
- Staff must not investigate the matter themselves.
- Ongoing monitoring and appropriate support must be provided to the child.

7. PROTECTION AND COMPLIANCE

- Reporting in good faith is protected under the *Education Act 2006 (EGPA)*.
- Failure to comply with this Schedule may constitute a breach of legislative obligations.

8. STATUS OF THIS SCHEDULE

This Mandatory Reporting Schedule forms part of the **TKIS Child Protection Policy** and must be read in conjunction with that Policy.

Appendix 2



CHILD PROTECTION REPORTING FLOWCHART

Education Act 2006 (EGPA) — Sections 366 & 366A

(A guide to TKIS staff)

STEP 1 — IDENTIFY A CONCERN

A staff member (*the first person*) becomes aware of:

- Abuse
- Suspected abuse
- A reasonable suspicion of abuse

The alleged abuse may involve a child and an adult.

An adult includes:

- Students **18 years or over**
- Parents or guardians
- Volunteers
- Staff or other adults

STEP 2 — WRITTEN REPORT (IMMEDIATE)

The *first person* must **immediately prepare a written report** describing:

- The abuse, suspected abuse, or suspicion
- Relevant facts and observations

STEP 3 — REPORTING PATHWAYS

PATHWAY A — FIRST PERSON IS NOT THE PRINCIPAL

1. **Immediately give the written report to:**
 - The **School Principal**, or
 - A **Director of the School's Governing Body**

2. Next required step

- The **non-State school Principal or Director must immediately give a copy of the report to a Police Officer**

PATHWAY B — FIRST PERSON IS THE PRINCIPAL

1. The **Principal must immediately give the written report to a Police Officer**
2. The **Principal must also immediately give a copy of the report to:**
 - **A Director of the School's Governing Body**

STEP 4 — IMMEDIATE DANGER

If the child is in immediate danger:

- **Call Emergency Services (000) immediately**
- Written reporting obligations **still apply**

STEP 5 — RECORD & CONFIDENTIALITY

- All actions are documented
- Reports are handled confidentially
- Information is shared on a **need-to-know basis**
- Ongoing monitoring and support provided

IMPORTANT LEGAL REMINDERS

- ✓ Reports must be made **immediately**
- ✓ Staff **must not investigate** concerns
- ✓ Reporting in good faith is **protected under the EGPA**
- ✓ Failure to report may breach legislative obligations

Appendix 3

Private and Confidential

Report of Suspected Harm or Sexual Abuse [Form]



THE KOORALBYN INTERNATIONAL SCHOOL | Ph 5544 5500 | www.tkis.qld.edu.au | admin@tkis.qld.edu.au

Date the information was received: _____

Details of student/child harmed or at risk of Harm/Abuse:

Legal Name of child reported to be at risk: _____ Child DOB: _____ Gender: _____ Year Level: _____ Does the child have a disability?: YES NO UNSURE Disability Category: _____

Preferred Name: _____

Primary Language Spoken: _____ Child's Residential Address: _____ Child's Phone: _____ Child's Personal Mobile: _____ Aboriginal Torres Strait Islander Both

Family Details:

Parent/Caregiver 1 Name: _____ Residential Address if different from student's: _____ Phone (Home): _____ Phone (Work): _____ Phone (Mobile): _____ Relationship to child: _____

Parent/Caregiver 2 Name: _____ Residential Address 2 if different from student's: _____ Phone 2 (Home): _____ Phone 2 (Work): _____ Phone 2 (Mobile): _____ Relationship to child: _____

Is the student in out-of-home care?: YES NO UNSURE Are there any Family Court or Domestic Violence order in place? YES NO UNSURE

Person alleged to have caused the harm or abuse:

Adult family member Child family member Student/Other child Other Adult Unknown Name of suspected person(s) if known: _____

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 the 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).

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): _____

Any Attachments? YES NO

Staff Member making this report, if not the principal:

Name of reporter: _____ Position of reporter: _____ Name of Principal: _____ Email of Principal: _____ Response requested by school? YES NO

Checklist of Actions Taken:

(Please indicate which agencies this Report of Suspected Harm or Sexual Abuse form was sent to)

QLD Police Service QPS <https://secure.comunities.qld.gov.au/spguide/engine.aspx> and Child Safety Services Family and Children Connect School Board

Policelink Ph: 131 444 or Beaudesert: 5542 1155 Child Safety Regional Intake Service: 1300 679 849 Ph: 13 32 64 or <https://familysupportreferral.org.au/> professionalconductunit@qct.edu.au QCT Ph: 3377 4777 or

Signed: _____

Dated: _____

Case No: _____

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.

SAVE AS CLEAR

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