



Child Protection Policy

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Policy author QLD Regional Principal	Reviewed by: QLD State Board	Approved by: OneSchool Global QLD Board on 19/06/2026
Enquiries contact: admin.qld@oneschoolglobal.com	Associated documents Child Risk Management Strategy Child Protection Decision Tree Complaint Handling Policy QLD Complaints Register Smartsheet QLD Employee and Volunteer Register Smartsheet Work Health and Safety Policy	

1. PURPOSE

- 1.1 The purpose of this policy is to provide written processes about –
- how the school will respond to harm, or allegations of harm, to students under 18 years; and
 - the appropriate conduct of the school's staff and students to comply with accreditation requirements.
- 1.2 It is essential that all State Board members and staff are familiar with all legal obligations and ensure they comply strictly with them.

2. SCOPE

- 2.1 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 OneSchool Global QLD.

3. DEFINITIONS

- 3.1 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.
- 3.1.1 It is immaterial how the harm is caused.
- 3.1.2 Harm can be caused by—
- physical, psychological or emotional abuse or neglect; or
 - sexual abuse or exploitation.
- 3.1.3 Harm can be caused by—
- a single act, omission or circumstance; or
 - a series or combination of acts, omissions or circumstances.

3.2 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.

3.3 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.

4. HEALTH AND SAFETY

4.1 The school has written processes in place to enable it to comply with the requirements of the *Child Safe Organisations Act 2024* (QLD), *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).¹

5. RESPONDING TO REPORTS OF HARM

5.1 When the school 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 school's Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

6. CONDUCT OF STAFF AND STUDENTS

6.1 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.

¹ *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld) s.15

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)

7. REPORTING INAPPROPRIATE BEHAVIOUR

- 7.1 If a student considers the behaviour of a staff member to be inappropriate, the student or parent of the student, should report the behaviour to the **Child Safety Officers** appointed at their campus.

Campus	Contact Number	Appointed Child Safety Officers
Brisbane	(07) 3859 3300	Mr Lincoln Barrett (Campus Principal) Mr Shane Price (Assistant Campus Principal) Mrs Roxzan Stewart (Student Support Teacher)
Maryborough	(07) 4123 3150	Mr Aaron Lehtonen (Campus Principal) Mrs Genevieve Fitzpatrick (Teacher)
Nambour	(07) 5459 0700	Mr Michael Knight (Campus Principal) Mrs Katie Steele (Teacher) Mrs Deb Eland (Teacher)
Toowoomba	(07) 4687 7089	Mr James Easthope (Campus Principal) Mrs Bri O'Neill (Learning Support Teacher) Mrs Estelle Geldenhuys (Teacher) Mrs Tracy Hambrecht (Teacher)

8. DEALING WITH REPORT OF INAPPROPRIATE BEHAVIOUR

- 8.1 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.

9. REPORTABLE CONDUCT SCHEME OBLIGATIONS

- 9.1 The school will comply with its obligations under the Child Safe Organisations Act 2024 (Qld) by ensuring that reportable allegations and reportable convictions involving workers are reported internally as soon as practicable, notified to the Queensland Family and Child Commission within required statutory timeframes, and appropriately investigated and reported as required under the Act.⁵

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

- 9.1.1 details of the reportable allegation or reportable conviction;
- 9.1.2 the name, including any former name or alias, of the worker the subject of the reportable allegation or reportable conviction;
- 9.1.3 the date of birth of the worker, if known;
- 9.1.4 the name of the head of the reporting entity;

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

⁵ Child Safe Organisation ACT 2024 (QLD) s.33-37

9.1.5 whether the sector regulator for the reporting entity or the police service has been contacted about the reportable allegation or reportable conviction;

9.1.6 the reporting entity's contact details, including its name, address and telephone number;

9.1.7 if the worker currently performs work for the reporting entity—any action, including risk management action, taken in response to the reportable allegation or reportable conviction, including, for example—

- a) immediate steps taken to prevent the worker from having contact with children; and
- b) any disciplinary action taken or proposed to be taken against the worker;

9.1.8 any other matter prescribed by regulation.⁶

10. QUEENSLAND COLLEGE OF TEACHERS OBLIGATIONS

10.1 The school will comply with its obligations under the *Education (Queensland College of Teachers) Act 2005 (Qld)* by notifying the Queensland College of Teachers as soon as practicable when the school begins dealing with an allegation of harm to a child involving a teacher, and again as soon as practicable once the school's dealings with the allegation are concluded.⁷

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

- a) the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
- b) the name of the relevant teacher;
- c) the day the employing authority started dealing with the allegation;
- d) the allegation, particulars of the allegation and any other relevant information;
- e) details about what actions the employing authority has taken to deal with the allegation.⁸

⁶ *Child Safe Organisation ACT 2024 (QLD) s.35*

⁷ *Education (Queensland College of Teachers) Act 2005 (QLD) s.76 and s.77*

⁸ *Education (Queensland College of Teachers) Act 2005 (QLD) s.76(3)*

11. REPORTING SEXUAL ABUSE⁹

11.1 Section 366 of the *Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the school, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a 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.

11.2 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.

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

11.4 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.

11.4.1 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 abuse¹⁰.

⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (QLD) s.16 (2)(c)*

¹⁰ *Education (General Provisions) Regulation 2017 (Qld) s.68*

12. REPORTING LIKELY SEXUAL ABUSE¹¹

12.1 Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the school, that any of the following is likely to be sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a 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.

12.2 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.

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

12.4 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.

12.4.1 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 abuse¹²

¹¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (QLD) s.16 (2)(c)*

¹² *Education (General Provisions) Regulation 2017 (Qld) s.69*

13. REPORTING PHYSICAL AND SEXUAL ABUSE¹³

13.1 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.

13.1.1 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.

13.2 The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Children, Youth Justice and Multicultural Affairs (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.

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

- a) the basis on which the person has formed the reportable suspicion¹³;
- b) the child's name and sex;
- c) the child's age;
- d) details of how to contact the child;
- e) details of the harm to which the reportable suspicion relates;
- f) 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;
- g) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹⁴.

Child Safety Regional Intake Services - during business hours (from 9am to 5pm, Monday to Friday):

Campus	Contact number
Brisbane	1300 679 849
Maryborough	1300 706 762
Nambour	1300 703 762
Toowoomba	1300 683 390
Child Safety After Hours Service Centre	1800 177 135 (outside of business hours)

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

¹⁴ See *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"*

14. RESPONSIBILITIES UNDER CRIMINAL CODE ACT 1899 (QLD)

14.1 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.

14.2 Failure to Report¹⁵

Under section 229BC of the Code, all adults, includes students 18 years or over, parents/guardians and volunteers, 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. 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.

14.3 Failure to Protect¹⁶

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.

15. AWARENESS

15.1 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 website¹⁷.

16. ACCESSIBILITY OF PROCESSES

16.1 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 administration¹⁸.

17. TRAINING

17.1 The school will train its staff, Directors, Governance team, parents, students and volunteers in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually¹⁹.

¹⁵ *Criminal Code Act 1899 (QLD) s.229BC*

¹⁶ *Criminal Code Act 1899 (QLD) s.229BB*

¹⁷ *Education (Accreditation of Non-State Schools) Regulations 2017 (QLD) s.16(4)(a)*

¹⁸ *Education (Accreditation of Non-State Schools) Regulations 2017 (QLD) s.16(4)(b)*

¹⁹ *Education (Accreditation of Non-State Schools) Regulations 2017 (QLD) s.16(4)(c)*

18.IMPLEMENTING THE PROCESS

18.1 The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually.²⁰

19. COMPLAINTS PROCEDURE

19.1 Suggestions of non-compliance with the school's processes may be submitted as complaints via the QLD Complaints Register webform as outlined in the Complaint Handling Policy.

20. CHILD PROTECTION ONLINE MONITORING SYSTEM (CPOMS)

20.1 CPOMS is a secure, role-based online system used for the recording, management, and oversight of confidential child protection and safeguarding information. Access permissions are allocated according to staff roles to ensure that all records remain strictly confidential and that the integrity of the school's safeguarding processes is maintained.

All staff receive CPOMS training as part of their induction. Additional training and updates are delivered throughout the year by the Regional Director of Safeguarding. Staff can access current CPOMS training materials via the Child Protection and Safeguarding section of the Global Hub.

21. LEGISLATIONS

[Child Protection Act 1999 \(QLD\)](#)

[Child Safe Organisations Act 2024](#)

[Child Protection Regulation 2023](#)

[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 Check Act 2000 \(QLD\)](#)

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

[Criminal Code Act 1899 \(Sections 229BBC and 229BC\)](#)

²⁰*Education (Accreditation of Non-State Schools) Regulations 2017 (QLD) s.16(4)(d)*

22. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_QLD_ADM_Child Protection	08/2019	v1.1	New branding and policy revamp
POL_QLD_ADM_Child Protection	04/2021	v1.2	Update to reflect new legislation
POL_QLD_ADM_Child Protection	07/2022	v1.3	Update name of management
POL_QLD_ADM_Child Protection	03/2023	v1.4	New policy template provided by ISQ
POL_QLD_ADM_Child Protection	08/2023	v1.5	Update clarification of terms
POL_QLD_ADM_Child Protection	09/2024	v1.6	Update of appointed Child Safety Officers
POL_QLD_ADM_Child Protection	10/2025	v1.7	Update of appointed Child Safety Officers
POL_QLD_ADM_Child Protection	06/2026	v2	Major updates to align with ISQ & NSSAB mandatory requirements, OSG Global guidelines & new policy branding

APPENDIX 1 – CHILD PROTECTION REPORTING FORM

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander ☐	
Does the student have a disability verified under EAP: Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:

Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Is the student in out of home care: Yes ☐ No ☐	
Are there any Family Court or Domestic Violence orders in place? Yes ☐ No ☐ Unknown ☐	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
☐ Adult family member	☐ Child family member	☐ Other adult
☐ Student/other child	☐ Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
Details of any harm and/or sexual abuse to the student – please include: Time and date 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 student; any previous incidents of harm; behavioural 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.

Please indicate the identity of anyone else who may have information about the harm or abuse
--

Additional information provided as an attachment: YES ☐ NO ☐		
Name of staff member making report if not the Principal:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	☐	Queensland Police Services (QPS)
	☐	Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services)
	☐	Family and Child Connect
	☐	Queensland College of Teachers

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.