



I am a staff member at a school, other than a teacher*.

During the course of my engagement I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed.

A student is being harmed, or is likely to be harmed due to:

- Sexual abuse
- Physical abuse
- Psychological/emotional abuse
- Neglect.

Or is the victim of a child sexual offence.

EGPA s366 & 366A; Criminal Code s229BC; CPA s13E; and Accreditation Regulation s16(2)(a)

Complete the school report form and speak to the SPO



Immediately give the report to the Principal or a Director of the school's governing body.

If the report relates to sexual abuse or likely sexual abuse the Principal or a Director of the school's governing body will report this to the police immediately under the EGPA

They will also assess if a report to Child Safety or a referral to FaCC is required, as soon as is reasonably practicable, under the CPA and/or School Policy

* Teacher means an approved teacher under the *Education (Queensland College of Teachers) Act 2005* employed at a school

CPA: *Child Protection Act 1999*
 EGPA: *Education (General Provisions) Act 2006*
 FaCC: Family and Child Connect
 QCT: *Education (Queensland College of Teachers) Act 2005*
 Accreditation Regulation – Education (Accreditation of Non-State Schools) Regulation 2017
 SPO: Student Protection Officer

Disclaimer: This resource should be read in conjunction with the College's Child Protection Policy

Child Protection | Summary of Reporting Harm

For Non-Teaching Staff



I am a staff member at a school,
other than a teacher*.

| WHO | ABUSE TYPE | TEST | REPORT TO | LEGISLATION |
|---|---|--|--|---|
| All staff | Sexual | Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused | Principal or director of the governing body immediately. Principal or director to provide a copy of the report to the police immediately. | EGPA, sections 366(2) and 366(4) and sections 366A(2) and 366A(6) |
| Teacher | Sexual and physical | Significant harm; and Parent may not be willing and able | Confer with Principal, report to Child Safety | CPA, sections 13E and 13G |
| All staff | Physical, psychological, emotional, neglect, exploitation | Significant harm; and Parent may not be willing and able | Principal, through to Child Safety | Accreditation Regulations, section 16 |
| All staff | Any | Not a level that is otherwise reportable to Child Safety, refer with consent | Principal, through to Family and Child Connect | CPA, sections 13B and 159M |
| Principal | Any | Not of a level that is otherwise reportable to Child Safety, refer without consent | Family and Child Connect | CPA, sections 13B and 159M |
| Any member of the public | Any | Significant harm; and Parent may not be willing and able | Child Safety | CPA, section 13A |
| Any adult* | A child sexual offence against a child by another adult | Reasonable belief and, at the relevant time, the child is or was: - under 16 years; or - a person with an impairment of the mind | Police | Criminal Code section 229BC |
| Employing authorities (Principal/Board) | Harm or likely harm due to the conduct of a teacher | When you start dealing with an allegation; and When you finish dealing with an allegation | Queensland College of Teachers | QCT, sections 76 and 77 |

*This obligation is fulfilled if the adult has already reported the information under any of the previous provisions, or believes on reasonable grounds that another person has done or will do so.

OTHER RESOURCES TO SUPPORT YOUR DECISION MAKING

- [Online Child Protection Guide](#)
- [Traffic Light Resource for sexual behaviour in children and young people](#)
- [eSafety Commissioner - Toolkit for Schools](#)
- [Be You](#)
- [Headspace Schools](#)
- [National Association for Prevention of Child abuse and Neglect \(NAPCAN\)](#)
- [Queensland Family & Child Commission](#)
- [National Principles for Child Safe Organisations](#)

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