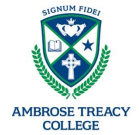


Managing Child Safety Incidents or Concerns

(at or involving the College or its staff conduct)



Introduction

For the purposes of this document, the terms “staff” and “staff member” are used to include all teaching and non-teaching staff, Advisory Council members, volunteers, contractors, and external providers.

Complaints involving breaches of the Child Safe Codes of Conduct, or conduct that has caused, or has the potential to cause, harm to current and/or former students by current and/or former staff members, current and/or former students and other people on Ambrose Treacy College (the College) premises or at College events

These kinds of incidents, complaints, allegations or concerns are all of a similar sensitive nature and raise potential privacy and confidentiality issues and are thus managed using the same procedures used for managing incidents of, or internal reports raised, regarding these kinds of behaviours.

Child Safety Incidents or Concerns

The College refers to **any** behaviour, that may be a breach of College Child Safe Codes of Conduct, or child abuse, grooming or other harm of a student; a *child safety incident or concern*.

It does not matter whether the behaviour is by a staff member, another student, a parent/caregiver, or any other person on the College premises or at a College event.

Breaches of the Child Safe Codes of Conduct

The College requires all staff members, parents/caregivers, visitors and other adults in the College community to comply with the [EREA Code of Conduct](#) which encompasses the *Child Safe Code of Conduct* as well as *Staff and Student Professional Boundaries*. Students must comply with the College [Student Code of Conduct](#). Any breach of these Codes of Conduct are considered a child safety incident.

Child Abuse, Grooming or Other Harm of a Student

College Child Safeguarding policies set out the different definitions and key indicators of child abuse, grooming and other harm of students. The following is covered by these definitions and indicators:

- sexual abuse/exploitation
- grooming, including online grooming
- physical abuse
- psychological or emotional abuse
- neglect

In addition to family members, other adults associated with a student can subject the student to these behaviours, including but not limited to staff members, other students and other people associated with the College.

Reportable Conduct

Where a child safety incident or concern involves or is alleged to involve behaviour by a staff member, this is *reportable conduct*.

Not all physical contact, verbal communication or other behaviours of a staff member are deemed reportable conduct. Reasonable or accidental conduct is **not** reportable conduct.

If the behaviour of a staff member is considered to be reportable conduct and an investigation results in a teacher being dismissed, the College notifies the Queensland College of Teachers (QCT) in writing.

Some examples of conduct that are **not** reportable conduct include a staff member touching a child on the arm to get their attention, guide them or comfort them, a teacher raising their voice to attract attention or restore order in a classroom, or conduct that is confirmed to be accidental.

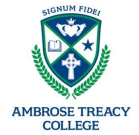
Child Safeguarding Related Complaints

It is critical that the broader College community reports all child safety incidents or concerns that occur at or otherwise involve the College. This enables the College to ensure the safety and wellbeing of students and to comply with its legislative reporting obligations.

Reports made to the College about child safety incidents or concerns at or involving the College or its staff are referred to as a “child safeguarding-related complaint.”

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Making a Child Safeguarding-Related Complaint to the College

To make a complaint about a breach of the Child Safe Codes of Conduct or conduct that has caused, or has the potential to cause, harm to current or former students by a current and/or former staff member, a current and/or former student, or other people on College premises or at College events; can be done by either sending an email or letter addressed to the Principal via principal@atc.qld.edu.au; or telephoning the College.

If the Principal is the subject of the complaint or allegation of misconduct or reportable conduct, contact the EREA Regional Director.

Investigating and Managing Child Safeguarding-related Incidents and Complaints

Immediate Actions

Depending on the nature of the incident, complaint, allegation or concern, after receiving the internal report or the child safeguarding-related complaint, the College will, if required by law or by child safeguarding policies and procedures, report the matter to the Child Safety Services, the Police and/or other relevant external agencies.

The College will conduct an initial risk assessment in consultation, if an external report has been made, with the Police or Child Safety Services, to identify and mitigate any ongoing risks to student safety and wellbeing.

The College will also ensure that support is provided to any students, staff members and family members impacted by the incident, concern, or complaint. In particular, the College will ensure that they are informed about advocacy and support services which may be available to assist them.

Internal Investigation

The Principal or an external investigator will, if deemed appropriate, lead an internal investigation into the incident or complaint.

However, should Child Safety Services or the Police investigate the alleged conduct, that investigation will take precedence with the College investigation proceeding **only** proceed with their permission.

When conducting the internal investigation, the College follows the Australian Government National Office of Child Safety's [Complaint Handling Guide](#): Upholding the Rights of Children and Young People; this [flowchart](#) sets out how these procedures work.

All internal investigations uphold the principles of procedural fairness and confidentiality, information is only shared with those who need to know.

Investigating and Managing Behaviour by a Student Against Another Student

Responding to this kind of child safeguarding-related incident or complaint involves considering the College duty of care to any student who is a victim and to the student who is the alleged perpetrator, as well as to other students.

The Principal will follow College student discipline policies for these investigations.

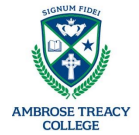
Investigating and Managing Behaviour by Non-Staff Members on College Premises or at College Events

Where the child safety incident, or the child safeguarding-related complaint, involves behaviour by a person who is neither a current or former College student nor a current or former staff member (for example they are a parent /caregiver or a visitor whose behaviour occurs on College premises or at a College event), the College's investigation is generally limited.

It may involve only the risk assessment and a subsequent review of systems, policies, and procedures to ensure future safety and wellbeing of our students.

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Investigating and Managing Complaints about Reportable Conduct

Depending on the nature of the incident, complaint, allegation or concern about reportable conduct, the College may need to report the matter to additional external agencies, such as the Queensland College of Teachers or Blue Card Services.

The steps that will be followed for reportable conduct investigations include:

- Planning the investigation (including planning the involvement of the child)
- Information gathering
- Staff member response
- Ensuring support during the investigation
- Making findings and determining outcomes/actions
- Taking action.

In addition, further risk assessments are conducted during the internal investigation and at the end of that investigation.

Record Keeping About Investigations

Records are kept at each step of the investigation process including:

- records received or created during investigations (such as notes of interviews and documents received)
- records of findings
- records of actions proposed and taken.

These records are stored in a safe and secure environment.

Reviews of Investigation Procedures and Outcomes

Internal Reviews

Staff members, students and parents/caregivers of students who are involved in the matter and who are not satisfied with an internal investigation, or its outcome may request an internal review of:

- the procedures undertaken
- findings made
- disciplinary actions proposed or taken and/or
- other outcomes (including a decision not to make a finding or to take disciplinary or other action).

Requests for internal reviews should be made in writing to the [College Principal](#).

Disclosing Information to the College Community

The College will consult with any relevant external agencies (such as Child Safety Services or Police) to determine when, what and by whom information can be shared.

Sharing Information with Parents/Caregivers and Students

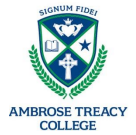
The parent/caregiver of a student who is an alleged victim of a child safeguarding-related complaint, or any child safety incident or concern occurring at or involving the College, has a legitimate interest in being told that their child is an alleged victim and of the nature of the incident, complaint or allegation.

The parent/caregiver and student also have a legitimate interest in being informed of the process, progress, and findings of any investigation, and of any action that might be taken after the investigation is completed.

However, special circumstances may arise that require an adjustment to normal information sharing practices. Legal impediments may impact the timeliness of disclosing information, the type or amount of information that is disclosed and to whom the information is disclosed, particularly in the case of reportable conduct allegations.

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Sharing information with the wider College community

The College takes great care to assess the relevance and appropriateness of sharing information about a child safety incident or concern, or a child safeguarding-related complaint, before providing any information to the wider College community. This is because even the confirmation of an incident or allegation can lead to the identification of a victim.

Information that may identify the victim of the incident, concern or complaint will not be shared with the wider College community without the consent of the victim and/or their parent/caregiver.

Where to Find More Information

For more information about our policies and procedures relating to College management of child safety incidents or concern occurring at or involving the College or its staff members, child safeguarding-related complaints, or complaints handling generally, please refer to the College [Website](#) in the first instance.