

**PROCEDURES:
CHILD SAFE RESPONSES**

VERSION 1.1

Every child has the right to be safe and feel safe.

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INTRODUCTION

These Procedures: Child Safe Responses (the procedures) are provided to enable Anglican schools, and education & care services (ECS) implement the Child Safe Anglican Education Policy (the policy). These procedures should be read together with the policy.

These procedures are provided by the Anglican Schools Commission (ASC) on behalf of the Anglican Church Southern Queensland (ACSQ).

These procedures apply whenever the threshold of 'concern' is met.

A concern is information where it is reasonable to suspect a child has been harmed, or placed at risk of harm, due to the behaviour of another person and the resulting or potential impact on a child's physical, emotional, psychological or cultural safety.

AUDIENCE

These procedures apply to all workers. Workers is an inclusive term for staff, volunteers and any individual otherwise performing work of any kind within, or on behalf of, an Anglican school or ECS. Note: staff members are specified in this procedure where they have additional responsibilities to that of all workers¹.

If another person has a concern that this procedure has not been followed, they are also encouraged to use the relevant process outlined in these procedures.

IMPLEMENTATION

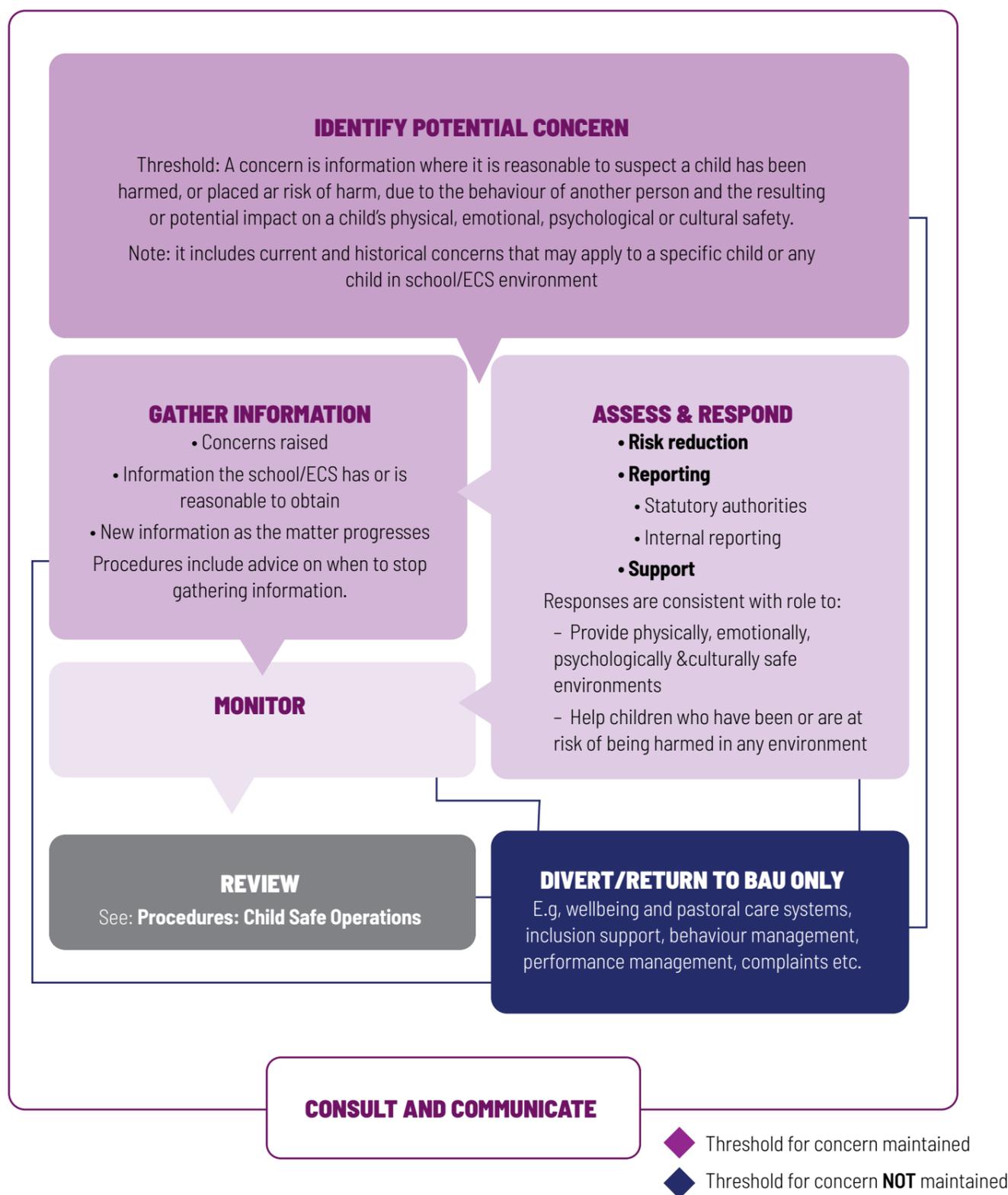
Decisions and actions by schools and ECS will be informed by these procedures. When specific instructions aren't provided, schools and ECS are to seek advice from the ASC and apply the following principles:

- Consider children's safety, wellbeing and best interests using current, evidence-based knowledge and resources.
- Act lawfully and use good judgement.
- Work respectfully in partnership to achieve the best outcomes for children, strengthening family and community safety and support networks.
- Be accountable by documenting decisions and the reasoning behind them.

¹Definition of worker is consistent with section 8 of the Child Safe Organisations Act 2024

OVERVIEW

Child Safe Responses consistently seek to be child-focused and can be represented at a high level by the following overview. Appendix A also describes the common role of most workers in identifying and responding to concerns (summarised).



KEY GUIDELINES

Schools and ECS have child-focused processes in place for children, parents and carers, workers and other stakeholders to raise concerns. These actions are described in a Child Safe Action Plan (refer to Procedures: Child Safe Operations). At minimum this includes supporting children to talk with an adult they trust, highlighting the role of Child Safe Advocates.

Each school and ECS publishes, as appropriate to relevant audiences, the contact details of Child Safe Advocates and other delegates (Appropriate Persons).

- If concerns relate to immediate danger to a person, then localised emergency/critical incident management processes are to be followed, including contact with emergency services by telephoning '000'.
- If the concerns relate to a possible report to the Queensland government's Child Safety Services (Child Safety), because a child may be in need of protection, relevant staff (mandatory reporters) will meet their legislated obligations by following the process detailed in the 'Reporting' part of Assess and Respond, 'Concerns related to a parent's ability and willingness to protect their child'.
- If the concerns relate to sexual abuse or likely sexual abuse, staff will meet their legislated obligations by following the process detailed in the 'Reporting' part of Assess and Respond, 'Concerns related to sexual abuse of likely sexual abuse'.
- If the concerns relate to the school/ECS operations, then the process detailed in the 'Reporting' part of Assess and Respond, 'Concerns related to a school or ECS' operations', must be followed. This includes the reporting of these matters to a delegate of the school or ECS governing body (who is not a staff member of the school or ECS). A concern related to the operations of the school or ECS in this context, includes:
 - Concerns for a child related to the behaviour of any other person towards the child when in the care, control, authority or supervision of the school or ECS, or
 - Concerns relating to the conduct of a worker, or other person who is reasonably suspected to have contact with a child through their relationship with the school or ECS.

Where required to apply the policy or administer the procedures, schools and ECS can share information with relevant staff from the ASC and the ACSQ. Information will however not include an individual's identifying information unless permitted by law. The ASC has staff who are available for schools and ECS to consult with on the application and implementation of these procedures. This is to occur whenever reasonable to enable effective implementation, and where not explicit in these procedures, will include advice on what information can be provided in what circumstance. See Practice Resources: Information Sharing and Key Contacts.

IDENTIFY

Identify

IDENTIFY

Wherever a potential, perceived or actual 'concern' is identified, the following procedures (requirements) will be applied.

A concern is information where it is reasonable to suspect a child has been harmed, or placed at risk of harm, due to the behaviour of another person and the resulting or potential impact on a child's physical, emotional, psychological or cultural safety.

Harm is generally defined as damage to the health, safety, or wellbeing of a child. It can be the result of abuse or neglect by an adult or the conduct of other children². For the purpose of these Procedures, harm is a detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused³.



Children are consistently encouraged by schools and ECS to speak to an adult they trust about any concerns and are informed of the availability and role of Child Safe Advocates for this purpose. However, information can come from any source, and all workers are required to consider and respond appropriately to this information.

Requirements

1. Workers are required to apply these procedures whenever a potential, perceived or actual concern is identified. If a person is unsure about whether to share information, then the information is to be shared. The obligation for workers to share **concerns** is essential due to:
 - the duty of care owed to children
 - statutory reporting obligations
 - commitment to implementing Child Safe Standards and the Universal Principle.
2. Workers are required to share **concerns**, including those related to their own conduct, to an Appropriate Person without unnecessary delay⁴ (immediately):
 - Schools: A Child Safe Advocate or the Principal
 - ECS: A Child Safe Advocate, including Nominated Supervisors, or the Approved Provider's delegate
 - For both schools and ECS, in limited circumstances detailed in these procedures: the governing body's delegate.

Concerns can also be shared with other relevant workers to enable operational management of the school or ECS, such as meeting duty of care responsibilities.

It is the worker's responsibility to ensure the concerns have been received by the Appropriate Person. Where multiple workers receive concerns, they share this responsibility.

² Source: Appendix 1: Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, Queensland Family and Child Commission

³ Source: Section 9 Child Protection Act 1999 and section 11 of the Education (Queensland College of Teachers) Act 2005

⁴ 'Without unnecessary delay' is used to help explain what is meant by 'immediately', recognising that when caring for children there are circumstances where duty of care responsibilities to the safety, wellbeing and best interests of children is paramount.



3. **Staff are required to provide concerns in writing** to provide an accurate record and meet mandated obligations, however, this must not impact on the timely sharing of information and management of concerns. Concerns are usually therefore reported verbally in the first instance.
4. Written reports of concerns can be completed by sending an email to the relevant Appropriate Person's email address, in a manner that is secure and data is protected (e.g. via school or ECS controlled email accounts connected to secure WiFi to the authorised recipient), with the following information:
 - Identify email as a **Child Safe Concern** in the subject heading.
 - Name of worker/s who identified or received the concern.
 - Where known:
 - Each relevant child's name, sex/sex descriptor, age/DOB
 - Details (e.g. name, sex descriptor, age and relationship) of the person suspected of abuse or causing harm or placing a child at risk of abuse/harm (the behaviour of concern)
 - Details of the behaviour of concern and any relevant circumstances
 - Detail of any suspected impact (e.g. the physical or psychological harm) towards the child from the behaviour of concern
 - Details of how the worker became aware of the concern
 - The identity of any other person who may be able to provide relevant information related to the concern
5. On receiving a concern, an Appropriate Person will commence a **Child Safe Response Form**. Only one Child Safe Response Form is required to be completed for the concern being managed⁵.
6. If the Appropriate Person (usually a Child Safe Advocate) assesses that the matter does not reach the threshold of a 'concern', the matter will, without unnecessary delay, be escalated to the Principal (school) or delegate of the Approved Provider (ECS) for review⁶. The Principal, delegate of the Approved Provider, or delegate of the governing body can make this decision. Where this occurs:
 - The reason for this decision will be recorded in the Child Safe Response Form.
 - An Appropriate Person will inform the staff member who identified the concern about the decision and its reasoning.
 - The actions taken to manage the matter through school or ECS 'Business As Usual' processes will be recorded in the Child Safe Response Form. For example, processes for wellbeing or pastoral care, inclusion support, behaviour management and complaints.
 - The completed Child Safe Response Form will be filed securely in the relevant files of children and workers directly related to the concern.
 - The Child Safe Response Form will be included in the internal review processes detailed in the Procedures: Child Safe Operations.
 - Note: a worker may still choose to report the matter to Child Safety or Police (see the 'Reporting' part of Assess and Respond).
7. If a concern is identified, proceed to 'Gather Information' and 'Assess and Respond'.

⁵ The Child Safe Response Form template can be integrated into the school or ECS record keeping systems.

⁶ If the concern relates to the Principal or delegate of the Approved Provider, escalate to the delegate of the governing body.



Context

- a) Information can come from any source. Some examples include: a disclosure from a child, overhearing a conversation, observing an interaction or behaviour, or receiving information from another person.
- b) A reasonable suspicion does not mean a concern is substantiated, rather it is reasonable for the person, with the information available to them, to suspect harm or an unacceptable risk of harm to a child.
- c) In addition to those aged 0 to 18 years old, unless explicitly stated, the term 'child' also includes young people who are enrolled in an Anglican school (i.e. may have turned 18 years old).
- d) A concern is usually related to either:
 - a concern for the safety of a child enrolled in a relevant Anglican school or ECS, or
 - a concern about the conduct of a person who has, or had, an association with children through an Anglican school or ECS. For example, other children, staff, volunteers, contractors, service providers, or visitors.
- e) A concern can relate to current circumstances or be historical in nature. For example, a concern may apply to a former worker.
- f) A concern may relate to any behaviour in any environment, for example, the school or ECS, home, online, at an extra-curricular event or social event.
- g) Behaviour that causes harm, or places a child at risk of harm, can usually be categorised into physical, sexual (including grooming), emotional or psychological abuse, or neglect.
- h) Safety is the protection from harm. Broad definitions for safety include:
 - Physical safety: no unreasonable, or reasonably foreseeable, risk of harm to physical development or physical health.
 - Emotional and psychological safety: no unreasonable, or reasonably foreseeable, risk of harm to emotional or psychological development (e.g. cognitive, sexual and social development), wellbeing, mental health or psychosocial safety.
 - Cultural safety: to feel welcome, safe, valued, included and respected⁷.

⁷ Source: *Unpacking the Universal Principle – Cultural Safety in the Child Safe Standards* | Queensland Family and Child Commission, noting Aboriginal and Torres Strait Islander stakeholders within each school/ECS are best placed to define cultural safety.

GATHER INFORMATION

Gather

GATHER INFORMATION

When a concern is identified, information will be gathered to assess the circumstances with an intent to provide effective responses.



Requirements

1. An Appropriate Person who receives the concern will arrange for information to be gathered to inform the assessment and response to the **concerns** raised. Information that will be considered includes:
 - The **concerns** identified.
 - Information the school or ECS has or is reasonable to obtain.
 - New information reasonable to obtain as the matter progresses.

Examples of where information may be gathered from include talking with relevant persons, such as children, current/past teachers, parents, police; and looking at school file material, such as previous Child Safe Response Forms (or equivalent) and other notes.

2. The Appropriate Person will record relevant information on the **Child Safe Response Form**.

3. The school or ECS will stop gathering information:

- When enough information is known to respond to the concerns effectively.
- To avoid the need for unnecessary repeating of disclosures.
- Whilst contact is made to Police and/or Child Safety to seek their view on the appropriateness of gathering further information at that time. Police and Child Safety may at times request actions be limited or mindful of considerations, to reduce impact on their investigations. Actions necessary for the safety of children are always prioritised.
- When **concerns** related to school or ECS operations are escalated to the Principal, delegate of the Approved Provider, or delegate of the governing body for direction, prior to further information gathering, assessment and response.

4. Information gathered is to be shared when necessary to enable an effective response to the concerns, including when assisting workers to make decisions as to their legislated reporting obligations to Child Safety or reporting obligations regarding sexual abuse or likely sexual abuse. For further content on information sharing, see **Practice Resource: Information Sharing**.

5. If the Appropriate Person (usually a Child Safe Advocate) assesses that the matter does not reach the threshold of a **'concern'**, the matter will, without unnecessary delay, be escalated to the Principal (school) or delegate of the Approved Provider (ECS) for review⁸. The Principal, delegate of the Approved Provider, or delegate of the governing body can make this decision. Where this occurs:

- The reason for this decision will be recorded in the Child Safe Response Form.
- An Appropriate Person will inform the staff member who identified the concern about the decision and its reasoning.
- The actions taken to manage the matter through school or ECS 'Business As Usual' processes will be recorded in the Child Safe Response Form. For example, processes for wellbeing or pastoral care, inclusion support, behaviour management or complaints.
- The completed Child Safe Response Form will be filed securely in the relevant files of children and workers **directly** related to the concern.
- The Child Safe Response Form will be included in the internal review processes detailed in the **Procedures: Child Safe Operations**.
- **Note:** a worker may still choose to report the matter to Child Safety or Police (see the 'Reporting' part of Assess and Respond).

⁸ If the concern relates to the Principal or delegate of the Approved Provider, escalate to the delegate of the governing body.

ASSESS AND RESPOND

Assess & Respond

ASSESS AND RESPOND RECORD KEEPING

Schools and ECS may be required to produce records on the management of any concern.



Requirements

1. On receiving a concern, an Appropriate Person will commence a **Child Safe Response Form**. Only one Child Safe Response Form is required to be completed for the concern being managed. The Child Safe Response Form template can be integrated into the school or ECS record keeping systems.
2. This Child Safe Response Form, as well as any relevant records to attach (including emails), will be securely stored by the Appropriate Person in a manner that is accessible if:
 - A record is being sought for any of the persons directly involved in the concern (child or person potentially responsible), either while they are still engaged with the school or ECS or afterward, or
 - A record is being sought based on the timeframe (e.g. concerns managed by the school or ECS in March 2026).
3. The Principal (schools), and (in ECS) the Nominated Supervisor and delegate of the Approved Provider, are responsible for ensuring record keeping systems are in place and are being used.



Context

See Practice Resource: Child Safe Response Form Template.

ASSESS AND RESPOND: RISK REDUCTION

Children's safety is of paramount importance. As such reducing risk is critical to effective responses.

Each school or ECS has a positive duty to ensure the safety of children and to protect them from risks arising from the organisation's operations. This includes the need to:

- Identify reasonably foreseeable risks
- Eliminate these risks so far as reasonably practicable, and
- Where they cannot be eliminated, minimise risks as far as reasonably practicable through the implementation, maintenance and review of effective risk control measures.

Risk management is a proactive process that enables a school or ECS to identify risks and reduce the likelihood or severity of adverse circumstances. Actions to reduce risk, in the context of these procedures, is focused on helping the school or ECS to:

- Provide physically, emotionally, psychologically and culturally safe environments for children.
- Help children who have been, or are at risk of being, harmed in any environment.



Requirements

1. Both whenever a school or ECS identifies a concern, and when new information about that concern is obtained, Appropriate Persons involved will ensure consideration is given to **what can be reasonably and lawfully done to reduce the risk of harm**.
2. Throughout the process, consideration will be given to who is appropriate to communicate and consult with, to optimise effectiveness and appropriate oversight of actions to reduce risk.
3. Risk management actions will, relevant to the concerns, be targeted at the following:
 - **The care environment** – for example, when a child is in the school or ECS care, control, supervision or authority, all actions reasonable to take to reduce the likelihood and severity of physical or psychological harm to the child.
 - **The alleged person responsible** – for example, all actions reasonable to take to reduce the likelihood of this person causing physical or psychological harm to the child into the future.
 - **The child** – for example, all actions reasonable to take to support the child to reduce the impact of these concerns on their physical, emotional, psychological or cultural safety.
4. Risk management actions will be documented in the **Child Safe Response Form**, or an attached document.
5. The Appropriate Person will ensure concerns related to the ability of the school or ECS to operate safely are **investigated**. Usually this will involve the Principal (schools) or Approved Provider's delegate (ECS) working with the governing body's delegate, Child Safe Advocate and other relevant staff to plan an appropriate response. An appropriate response is one that demonstrates integrity and would stand up to external scrutiny, noting:
 - This response may be an internal process that gathers relevant information to inform decision making, or may be a referral to a third party, e.g. an external investigator.
 - School or ECS actions may need to be placed on hold at times, for example, where statutory authorities, such as Police, are investigating.
 - Response planning will consider relevant obligations, such as reporting, safety responsibilities and employment law.



Context

- a) See **Practice Resources for risk assessment templates**, along with supporting information in the **Compliance Support Index**.
- b) The following summary of overarching responsibilities are useful to help understand the role of schools and ECS regarding risk management:
 - **Everyone** is responsible for acting lawfully, reasonably and in good faith.
 - **The child's family** has **primary responsibility** for the child's upbringing, protection and development. The school or ECS's role is to work safely and lawfully to support a partnership with parents and families.
 - **Schools and ECS** are responsible for taking steps as far as reasonably able in the circumstances to protect children from (both physical and psychological) harm and to provide children with physically, emotionally, psychologically and culturally safe care.
 - **Authorities:**
 - **Child Safety** are responsible if there is not a parent able and willing to protect the child.
 - **Police** are responsible for responding to immediate danger and criminal investigations.
 - **Queensland College of Teachers** are responsible for teacher registration, along with oversight of, and where appropriate investigations into, teacher conduct.
 - **Department of Education** are responsible for oversight of ECS as the regulatory authority.
 - **Blue Card Services** are responsible for issuing and monitoring of Working with Children Authorities (Blue Cards), including oversight of this system.
 - **Non-State Schools Accreditation Board** is responsible for oversight and approval of non-State schools to operate.

Schools, ECS and the authorities have a shared responsibility to coordinate decision making and the delivery of services to relevant children and their families.

ASSESS AND RESPOND: REPORTING

Reporting

Often, more than one type of reporting response is required due to the nature of the concerns. Reporting below includes:

Emergency or danger to persons	17
Concerns related to a parent's ability & willingness to protect their child (Child Safety)	17
Concerns related to sexual abuse or likely sexual abuse (Police)	19
Concerns related to online abuse	22
Concerns related to a school or ECS's operations	22
a) Internal reporting requirements	22
b) Concerns relating to an Education and Care Service (ECS)	23
c) Concerns relating to an approved teacher	24
d) Concerns relating to a registered Health Provider	24
e) Concerns relating to redress for historical abuse	25

In some cases, concerns may not reach the threshold for reporting to anyone other than a Child Safe Advocate or other Appropriate Person. In these circumstances, a Child Safe Response Form is recorded and filed, detailing any other relevant actions taken. Appropriate Persons are responsible for ensuring these Child Safe Response Forms are included in relevant internal review processes detailed in the Procedures: Child Safe Operations.

EMERGENCY OR DANGER TO PERSONS



Requirements

1. If **concerns** relate to immediate danger to persons, then localised emergency/critical incident management processes are to be followed, including contact with emergency services by telephoning '000'.
2. If **concerns** are not immediate but relate to a danger to persons an Appropriate Person may decide to report such concerns to the Police. A Child Safe Advocate may assist another Appropriate Person in making this report.

CONCERNS RELATED TO A PARENT'S ABILITY AND WILLINGNESS TO PROTECT THEIR CHILD (CHILD SAFETY SERVICES⁹)

This reporting only applies to children under the age of 18 years, as defined by the *Child Protection Act 1999*. Harm, for the purpose of this section, is a detrimental effect of a significant nature, as defined by Section 9 *Child Protection Act 1999*.



Requirements

1. **Assessment:** to report to Child Safety information will have been assessed to indicate both of the following:
 - 1.1. A child **has, is or is at unacceptable risk of** experiencing **significant harm**. When considering this:
 - Reports to Child Safety must describe the basis for considering that this applies.
 - Generally, the basis of the report would include details of the abuse or neglect that has caused or contributed to the harm or unacceptable risk of harm.
 - 1.2. A child **may not have a parent able and willing to protect them from the harm**. When considering this:
 - Reports to Child Safety must describe the basis for considering the child may not have a parent able and willing to protect them from the harm.
 - Describe what each parent is doing or not doing to protect the child and consider if this indicates the child may not have a parent able and willing to protect the child from the harm.
2. **If a report to Child Safety is not required** (the threshold described in (1) has not been met), then apply risk reduction and support provisions as outlined within these Procedures, along with any other relevant reporting.
3. **Reporting:** Where it is reasonable to suspect a child may be in need of protection (1), a report is to be made to Child Safety, noting:
 - 3.1. **Appropriate Persons** will:
 - **assist mandatory reporters** in meeting their reporting obligations, and
 - in all circumstances will **ensure a report to Child Safety is made when it is reasonable to suspect a child may be in need of protection** (including an unborn child, after their birth).
 - 3.2. If a response from Child Safety is likely needed within 24 hours, a report should be made by telephone. See **Practice Resource: Key Contacts** for the telephone number of the relevant Child Safety Regional Intake Service.
 - 3.3. If the report relates to physical or sexual abuse a written report **must** be made and **a mandatory reporter must either, make this report or be informed of the report**. The mandatory reporter is responsible for ensuring this occurs.
 - 3.4. If the report relates to **sexual abuse or likely sexual abuse**, follow the next part of these procedures 'Concerns related to sexual abuse, or likely sexual abuse'.

⁹Child Safety Services (referred to as Child Safety) is the area within the relevant Queensland Government department responsible for administering the Child Protection Act 1999.



3.5. If the report relates to **physical abuse**, complete →**Child Safety's online reporting form**. Save this form as a PDF and file with the Child Safe Response Form.

3.6. If the report relates to emotional, psychological abuse or neglect, a report can either be made by telephone (see Practice Resource: Key Contacts), or made using →**Child Safety's online reporting form**. Details of telephone reports are to be recorded in the Child Safe Response Form.

3.7. Reports are to include:

- the child's name, age and sex descriptor, and details of how to contact the child
- the basis on which the reporter has a reasonable suspicion a child (or unborn child, after their birth) may be in need of protection, including:
 - details of suspected harm (suffered, suffering or at unacceptable risk of)
 - details of why it is reasonable to suspect there may not be a parent able and willing to protect the child from the harm
- the identity of the person suspected of causing the harm, or risk of harm.
- the identity of any other person who may be able to give information about the harm.

(Consistent with section 13G of the *Child Protection Act 1999* and section *Child Protection Regulation 2023*)

4. The person who makes the report is also to ensure staff who identified relevant concerns are informed of the report to Child Safety.

5. **Next steps:** A report to Child Safety does not mean Child Safety will respond or investigate. As such appropriate steps are to be taken to reduce risk and provide support for the child, and usually, their family. This work is led by a relevant Child Safe Advocate, or (for schools) the Principal's alternative delegate as identified in the Child Safe Response Form, liaising with Child Safety where appropriate, to provide an effective response.



Context

a) **A child who may be in need of protection** is a child who:

- Has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; **and**
- Does not have a parent able and willing to protect the children from the harm.

(Consistent with section 10, *Child Protection Act 1999*)

b) **Harm** is a detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused, however it is noted that harm can be:

- caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation.
- a single act, omission or circumstance; or a series or combination of such.

(Consistent with section 9, *Child Protection Act 1999*)

c) For this purpose, a **parent** is defined as the child's mother, father or someone else having or exercising parental responsibility for the child, other than on a temporary basis. This includes a person who under either Aboriginal tradition or Torres Strait Islander custom, is regarded as a parent of the child. (Consistent with section 11, *Child Protection Act 1999*)



d) Schools and ECS will make a report to Child Safety when it is reasonable to suspect a child may be in need of protection (including an unborn child, after their birth). (Enabled by section 13A of the *Child Protection Act 1999*)

e) Certain **staff** are mandated under law to report to Child Safety when it is reasonable to suspect a child may be in need of protection (defined above) due to physical or sexual abuse. This is called a reportable suspicion (section 13E of the *Child Protection Act 1999*) and these staff are referred to as mandatory reporters. The positions in schools and ECS this applies to are teachers, registered nurses and any adult educator, Nominated Supervisor or Approved Provider under the *Education and Care Services National Law*. Note: only one report is required even if there is more than one mandatory reporter aware of the concerns. **It is the shared responsibility of each mandatory reporter to ensure a report is made.**

f) The Queensland Government also publishes the →**Child Protection Guide**. The aim of the Guide is to assist professionals when considering concerns about a child's safety. This Guide can be useful if unsure of the need to report or what further information to gather (e.g. from the child and their family), to inform discussions (e.g. if there are differing opinions) and to print and reflect accountable decision making. When using the Guide, it is useful to read the definitions and write down the reasons for answers to the questions asked.

CONCERNS RELATED TO SEXUAL ABUSE OR LIKELY SEXUAL ABUSE (POLICE)



Requirements

1. **Assessment:** This response is required where it is reasonable to suspect sexual abuse or likely sexual abuse to a child, noting the following:

1.1. **Sexual abuse** includes sexual behaviour involving the child and another person in the following circumstances:

- The other person bribes, coerces, exploits, threatens or is violent toward the child
- The child has less power than the other person, or
- There is a significant disparity between the child and the other person in intellectual capacity or maturity.

(Consistent with Section 364, *Education (General Provisions) Act 2006*)

1.2. Under the *Education (General Provisions) Act 2006* schools are required to follow this process if the following **definition of child** is met:

- A student under 18 attending the school
- A kindergarten aged child registered in a kindergarten learning program at the school, or
- A person with a disability who, under section 420(2) of the Act, is being provided with special education at the school and is not enrolled in the preparatory year at the school

(Consistent with Section 366 and 366A of the *Education (General Provisions) Act 2006*)

1.3. However, Appropriate Persons will also apply this response to all relevant **concerns** obtained while operating the school or ECS, with the following **exception:**

- the child is now over the age of 18 years, and it is reasonable to believe they do not want the information reported **unless** it is reasonable to believe that reporting such information to Police is **necessary** to prevent or lessen a serious threat to a person's life, health or safety. In such cases the identity of the child is not provided in this report, with requests from Police for this information to be considered on a case-by-case basis (see Practice Resource: Information Sharing).



2. Reporting: Where it is assessed as reasonable to suspect sexual abuse or likely sexual abuse of a child, as described above, the following action will be taken immediately:

- 2.1.** Staff are required to provide concerns in writing to the appropriate delegate in a manner that is secure and data is protected (e.g. via school or ECS controlled email accounts connected to secure WiFi to the authorised recipient) to provide an accurate record and meet legal obligations; however, this must not impact on the timely sharing of information and management of concerns. Concerns are usually therefore reported verbally in the first instance. It is the worker's responsibility to ensure the concerns have been received by the **appropriate delegate**, noting:
- i.** concerns can be shared with a Child Safe Advocate for support, or other staff member at the school or ECS to enable operational management of the school or ECS.
 - ii.** the **Child Safe Advocates** role is to **assist workers**, including the Principal or delegate of the governing body, in meeting their reporting obligations.
 - iii.** a report of concerns of this nature are to be provided in writing directly to the **Principal (schools) or Nominated Supervisor (ECS)** - for example by email, noting internal email is acceptable when sent securely and to the authorised recipients. If the Principal or Nominated Supervisor is on leave, then those Acting in the position can receive these reports. If the Principal or Nominated Supervisor is not available or contactable in a timely manner or if concerns relate to these persons, then concerns are to be provided to the delegate of the Approved Provider (ECS) or delegate of the governing body. See **Annexure A of the Child Safe Anglican Education Policy** for a list of delegations.
- 2.2 The delegate** - Principal (schools), Nominated Supervisor or delegate of the Approved Provider (ECS), or the delegate of the governing body who receives this report, is **responsible for immediately providing written reports to Police**, noting:
- i.** If the report also relates to a reasonable suspicion a child may be in need of protection and a report to Child Safety is required (see section above 'Concerns related to a parent's ability and willingness to protect their child'), then the report is to be emailed to both Police (Child Protection Investigation Units) and Child Safety (Regional Intake Services). See **Practice Resource: Key Contacts** for email addresses.
 - ii.** All reports to police require confirmation of receipt by telephone contact with the Police and a record made of the conversation, including the name of the officer spoken to and any considerations shared. See **Practice Resource: Key Contacts** for telephone numbers.
 - iii.** The delegate may ask another person for their assistance to make the report on their behalf (e.g. a Child Safe Advocate). Where this occurs, the delegate retains full responsibility for the reporting and is to be copied into the emailed report.
 - iv.** If the Principal is the first person to receive or identify the concern at the school, they must also to provide a copy of the report made to Police to the delegate of the governing body.
- 2.3. Reports** are to include, where known or reasonable to obtain:
- i.** the name of the first staff member (known as the first person) who identified the concern of sexual abuse or likely sexual abuse, as well as the name of the person making the report directly to Police.
 - ii.** the name and contact details of an appropriate liaison, representing the school or ECS, regarding the report (e.g. Child Safe Advocate).
 - iii.** the child's name, age and sex/sex descriptor, and details of how to contact the child.
 - iv.** details of:
 - a.** the basis for the first person becoming aware, or reasonably suspecting the child has been sexually abused or is likely to be sexually abused, by another person
 - b.** the details of the abuse, or the suspected or likely abuse
 - c.** the identity of the person who has or is suspected of causing the abuse, or risk of likely abuse.



- d.** if also reporting to Child Safety: the basis on which the reporter has a reasonable suspicion a child may be in need of protection, including:
 - i.** any further details of harm (suffered, suffering or at unacceptable risk of)
 - ii.** details of why it is reasonable to suspect there may not be a parent able and willing to protect the child from the harm
- e.** the identity of any other person who may be able to give information about the suspected harm or abuse.

Consistent with section 68 and 69 of the *Education (General Provisions) Regulations 2017*, section 13G of the *Child Protection Act 1999* and section 4, *Child Protection Regulation 2023*.

Refer to **Practice Resource: Email template for reporting sexual abuse or likely sexual abuse**.

- 2.4.** The delegate will also ensure a **Child Safe Response Form** is completed to reflect internal management of the concern.
- 2.5.** The delegate will also ensure adult workers who report child sexual abuse by an adult are to be informed of the school's report to Police.

3. Next steps: A report to Police does not mean Police will investigate. As such appropriate steps are to be taken to reduce risk and provide support for the child, and usually, their family. This work is led by a relevant Child Safe Advocate or (for schools) the Principal's alternative delegate as identified in the Child Safe Response Form, liaising with Police where appropriate to provide an effective response.



Context

- a)** These requirements apply regardless of the identity of the 'other person' (e.g. it may be another child), timeframe (e.g. current or historical concerns), or whether there is information to indicate a previous report by another (e.g. a parent).
- b)** It is a criminal offence in Queensland to fail to report a reasonable belief of sexual abuse of a child (under 16 years at the time of the abuse) by an adult. However, it is also reasonable to not directly report to Police under certain circumstances. For example, if it's reasonable to believe:
 - the child is now an adult (18 years or older) and they do not want the information to be reported.
 - a report will be made by another person under their obligations within either the *Child Protection Act 1999* or, for school staff, the *Education (General Provisions) Act 2006*.

This is why adult workers who identify relevant concerns are to be informed when a report has been made to Police.

CONCERNS RELATED TO ONLINE ABUSE



Requirements

Where a concern relates to allegations of online abuse, the Appropriate Person is also to consider whether it is appropriate to:

- report ACCCE (Australian Centre to Counter Child Exploitation)
- support students and parents to report relevant matters to the eSafety Commissioner, or the relevant online platform



Context

a) External Practice Resource: → www.accce.gov.au

b) External Practice Resource: → www.esafety.gov.au

CONCERNS RELATED TO A SCHOOL OR ECS'S OPERATIONS

A concern related to the operations of the school or ECS includes:

- Concerns for a child related to the behaviour of another person towards the child when the child is in the care, control, authority or supervision of the school or ECS, or
- Concerns relating to the conduct of a worker, or other person who is reasonably suspected to have contact with a child through their relationship with school or ECS.

A) INTERNAL REPORTING REQUIREMENTS



Requirements

1. All concerns related to school or ECS operations must be reported to the following, noting workers who identify the concern and the Child Safe Advocate who is informed of the concern share responsibility for reporting:

- Schools: the Principal (unless the concern directly relates to them) and the delegate of the governing body. Where the concern is reported to the Principal, they are responsible for ensuring the delegate is informed.
- ECS: the Nominated Supervisor (unless the concern directly related to them) and both the delegate of the Approved Provider and delegate of the governing body. Where the concern is reported to the Nominated Supervisor, they are responsible for ensuring the delegates are informed.

2. In addition to the responsibilities listed elsewhere in these procedures, the governing body's delegate who receive these concerns have responsibility for ensuring applicable notification is made:

- to the School or ECS insurers, or the insurer's representative.
- as a Responsible Person¹⁰, to comply with Canonical responsibilities, for example, the **Professional Standards Canon** and associated Protocol responsibilities to notify a Director or Associate Director of Safe Ministry, ACSQ of relevant information.
- to the Bishop or Archbishop when concerns relate to a Licensed Person or Clergy.

¹⁰ A Responsible Person, as referenced in sections 1.1.2 and 1.1.3 of the Protocol for Responding to Child Sexual Abuse and Sexual Misconduct.



- for matters relating to a claim through the National Redress Scheme, *Personal Injuries Proceedings Act 2002* (PIPA), or other legal claim, notification to any party responsible for supporting the school or ECS in managing the claim.

B) CONCERNS RELATING TO AN EDUCATION AND CARE SERVICE (ECS)



Requirements

1. The Approved Provider's delegate will ensure the concern is reported to the Queensland regulatory authority for Education and Care Services, the Department of Education, in compliance with the notification timeframes, and provide further information as necessary to the Department.
2. A summary of potentially relevant reportable matters and their timeframes:

Matter	Timeframe for Approved Provider (or delegate) to complete report to Regulator
Allegations that physical or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the Service.	24 hours
Any incident where it is reasonable for the Approved Provider to believe that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for by the Service.	24 hours
All complaints alleging that Education and Care Service Law has been contravened. Noting any communication that could be reasonably perceived as a complaint should be considered. Examples include not taking reasonable precaution to protect children from harm or hazard, use of inappropriate discipline or insufficient supervision.	24 hours
Any incident that requires the Approved Provider to close, or reduce the number of children attending, the ECS.	24 hours
All suspected, actual or alleged serious incidents. A Serious Incident includes: <ul style="list-style-type: none"> • the death of a child while being cared for by an ECS, or following an incident at the ECS • any incident involving serious injury or trauma to a child where it could be reasonably expected the children required urgent medical attention from a registered medical practitioner, or attend a hospital (e.g. broken limb) • any incident involving serious illness, where a child ought reasonably to have attended a hospital (e.g. anaphylaxis) • any emergency for which emergency services attended; • any circumstance where a child appears to be missing or cannot be accounted for, appears to have been taken or removed from the premises in a manner that contravenes Regulations, or is mistakenly locked in or locked out of the premises or any part of the premises 	24 hours
Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child attending the ECS.	7 days
Whenever the service receives a notification regarding a Nominated Supervisor and the suspension or cancellation of a working with children card or teacher registration, or disciplinary proceedings under an education law.	7 days

C) CONCERNS RELATING TO AN APPROVED TEACHER



Requirements

1. Within schools, as the employing authority, the Principal has primary responsibility for ensuring matters are reported to the Queensland College of Teachers (QCT) in a manner that complies with sections 76, 77 and 78 of the *Education (Queensland College of Teachers) Act 2006*, and to provide information, as necessary, to QCT. The delegate of the governing body can support the Principal in meeting this responsibility. → **External Practice Resources: Queensland College of Teachers**

2. A summary of reportable matters:

- a. As soon as practicable after starting to deal with an allegation of harm caused, or likely to be caused, to a child because of the conduct of the relevant teacher. Dealing with an allegation of harm includes investigating, inquiring into, or examining the allegation, or referring the allegation to another entity to deal with.
- b. As soon as practicable after the employing authority stops dealing with the allegation for any reason, notifying the outcome such.
- c. Within 14 days of a notice of dismissal, notify dismissals of a relevant teacher where circumstances call into question the teacher's competency to be employed as a teacher.

Refer to the legislation and QCT practice resources for requirements associated with this reporting.

3. Within an ECS, if the teacher is dismissed in circumstances that call into question their competency to be employed as a teacher, the delegate of the Approved Provider will lodge a complaint to QCT to enable them to be aware of these circumstances.

D) CONCERNS RELATING TO A REGISTERED HEALTH PROVIDER



Requirements

As part of responding to concerns related to a person who is registered with the Australian Health Practitioner Regulation Agency (AHPRA), Principals (schools) and the delegate of the Approved Provider (ECS), will report to AHPRA where appropriate or required; and provide information as necessary, to AHPRA. The delegate of the governing body can support the Principal and delegate of the Approved Provider in meeting this responsibility. **External Practice Resources: →AHPRA**

E) CONCERNS RELATING TO REDRESS FOR HISTORICAL ABUSE



Requirements

The Principal (schools), the delegate of the Approved Provider (ECS), or delegate of the governing body managing the concerns will:

1. Consider and apply all the above reporting responsibilities where relevant, noting any limitations on the capacity to share information, will be applied. See **Practice Resource: Information Sharing**.
2. Take all reasonable steps related to record keeping, risk reduction and support provision.
3. Ensure relevant and appropriate information (see context below) is provided to those seeking information about opportunities for redress from historical abuse, such as:
 - a. Thanking them for their contact and recognising the courage this takes.
 - b. Advising them of appropriate next steps available.
 - c. Providing their details to other persons relevant to managing their enquiry.



Context

For schools owned by the ACSQ, and ECS where the Diocese is the Approved Provider, redress regarding historical abuse is managed by a specialist team within the ACSQ. In these circumstances, these are the right people to connect those seeking redress with. Contact with this team can be made directly by emailing **redress@anglicanchurchsq.org.au**. Further information is also available online at → **Seeking Redress – Anglican Church Southern Queensland**.

ASSESS AND RESPOND: SUPPORT

Support is provided to those whom the school or ECS owes a duty of care responsibility to. This is usually children who are enrolled, or were enrolled at the time of the alleged behaviour of concern, and to other relevant persons, such as staff and volunteers.

Support resources are generally directed towards children and workers who are currently engaged in school or ECS operations, given the current working relationship. Note, this does not limit reasonable support that may be afforded to a former student or other relevant person.



Requirement

1. **Both** whenever a school or ECS identifies a concern, and when new information about that concern is obtained, the Appropriate Person will ensure consideration is given to **what can be reasonably done to effectively support those impacted**.
2. Throughout the process, consideration will be given to who is appropriate to communicate and consult with, to optimise effectiveness and appropriate oversight of actions to enable effective support.
3. Support will be, relevant to the concerns and targeted at both available internal and external resources. Consideration will be given to support focused on physical, emotional, psychological and cultural safety and wellbeing.
4. Support planning will be documented in the Child Safe Response Form, or an attached document (e.g. see [Practice Resources for support planning template](#)).

CHILD SAFETY OR POLICE – INTERVIEWS AND INFORMATION PROVISION

Interviews

When investigating allegations of harm, or risk of harm, to a child, both Child Safety and Queensland Police Officers (Authorised Officers under the *Child Protection Act 1999*) have the power to have contact with a child at a school or ECS without the knowledge of the child's parent.



Requirement

1. Before exercising this power, Authorised Officers are required to notify the Principal or person in charge of the school or ECS.
2. **The school or ECS is to:**
 - 1.1. Ensure the request management has oversight from the Principal, or their delegate (schools), or Nominated Supervisor or delegate of the Approved Provider (ECS).
 - 1.2. Confirm the Authorised Officers' identity through sighting their Child Safety or Police photo identification.
 - 1.3. Record the Officers' name and contact details, obtaining a business card where available.
 - 1.4. Offer to provide an appropriate support person to be present for this contact, noting Authorised Officers or the child can decline this offer.
 - 1.5. Keep accurate records of the notification and contact with the child (within or attached to a Child Safe Response Form).
3. It is the Authorised Officer's responsibility to inform the child's parent/guardian of this contact. **Schools and ECS are not to undertake this role** as to do so may negatively impact on Child Safety or Police investigations.

Information Sharing

Information is to be shared with Child Safety or a Law Enforcement Agency (e.g. Queensland Police or Australian Federal Police) where the sharing is either:

- **relevant** to preventing or assessing a child's need for protection; developing a child's case plan; meeting the health, education or care needs of a relevant child; or otherwise make plans or decisions relating to services for the child or their family, including providing support to a pregnant woman.
- **necessary** for the prevention, detection, investigation, prosecution or punishment of a criminal offence or a breach of a law imposing a penalty or sanction.



Requirements

The school/ECS is to:

1. Ensure the request management has oversight from the Principal, or their delegate (schools), or Nominated Supervisor, or delegate of the Approved Provider (ECS).
2. Undertake due diligence to confirm the Officers' identity through sighting their Child Safety or Police photo identification, or other appropriate means.
3. Record the Officers' name and contact details.
4. Keep accurate records of the request and the information provided (noting information can be both facts and opinion).
5. Not inform the child or their parent/guardian of the request without Child Safety or Police permission.

Reminder

If you are concerned about any aspect of the request, refer to [Practice Resource: Information Sharing](#) and/or contact the ASC for support.

NEXT STEPS



Requirements

1. At the end of managing a **concern**, an Appropriate Person, or other delegate of the Principal as detailed in the **Child Safe Response Form**, will decide whether ongoing actions are **'business as usual'** service responses, or whether **ongoing monitoring** is also required. Ongoing monitoring is required where there is an assessment that this is a reasonable and necessary step to help meet the needs of a child or children currently enrolled in the school or ECS.
2. Where ongoing monitoring is required, this will be reflected in the **Child Safe Response Form**, and a staff member allocated responsibility (see Monitoring).



Context

'Business as usual' services are those that apply at the school, regardless of the **concern** being managed, such as wellbeing or pastoral care, inclusion support, behaviour management or complaints processes.

MONITORING

Monitoring

MONITORING



Requirements

1. Ongoing monitoring is required when there is an assessment that this a reasonable and necessary step to help meet the needs of a child or children currently enrolled in the school or ECS, after the **concern** has been responded to through risk reduction, reporting and support planning. The staff member responsible for this monitoring is reflected in the **Child Safe Response Form**, along with initial timeframes.
2. The need for matters to be monitored will be reviewed. Timeframes for review will be catered to the needs of those involved in the matter and the person responsible for monitoring will be prepared to revisit the timeframe for review if circumstances change.
3. At the time of the review a decision will be made and recorded as to whether the matter is to continue to be monitored, in addition to providing 'business as usual' operations within the school or ECS.



Context

See Practice Resource: Monitoring and Review Tool Template

COMPLAINTS MANAGEMENT

Complaint

COMPLAINTS MANAGEMENT

6.1 CONNECTION TO COMPLAINTS MANAGEMENT PROCESSES



Requirements

The person responsible for managing a complaint, as identified in relevant complaints management policy or procedure, is also responsible for ensuring that where a complaint is received about the operations of a school or ECS and it is reasonable to identify a **'concern'** (a reasonable suspicion a child has been harmed, or placed at risk of harm, due to the behaviour of another person and the resulting or potential impact on a child's physical, emotional, psychological or cultural safety), in addition to applying relevant complaints management processes, these procedures (Child Safe Responses) will be applied.

6.2 COMPLAINTS OF NON-COMPLIANCE WITH THESE PROCEDURES

Complaints of non-compliance with these procedures includes:

- the responsibility of workers to report reasonable suspicions these procedures (Child Safe Responses) have not been complied with, or
- complaint by any person that the school or ECS has not complied with their responsibilities as detailed in these procedures (Child Safe Responses).



Requirements

1. With reference to Annexure B of the **Child Safe Anglican Education Policy**:

- For schools or ECS where the Anglican Church Southern Queensland (ACSQ) is the governing body or Approved Provider; or where the School or ECS is identified as ACSQ 'controlled': complaints of non-compliance with these procedures are to be provided, in writing, to the Executive Director, Anglican Schools Commission.
- For other school/ECS: complaints of non-compliance with these procedures are to be provided to the Chair of the School Board or ECS Management Committee.

2. To facilitate the management of the complaint, the relevant delegate (the Executive Director or Chair) will:

- 2.1. Ensure communication about the complaints management, including appropriate contact details, are published on the ASC website (for the Executive Director) or the School or ECS website (for the Chair).
- 2.2. Receive complaints in writing (including electronically), offering, if needed, appropriate support for these complaints to be put in writing.
- 2.3. Complainants, or their authorised representatives are asked to provide the following information:
 - Complainant's personal details
 - Who should be contacted regarding the complaint and their preferred contact details, e.g. the complainant or their authorised representative
 - Any special assistance or support needed by the complainant to properly interact about the complaint
 - Whether the issue has been raised previously and any response, e.g. from the school Principal, or ECS Nominated Supervisor or delegate of the Approved Provider
 - Details of and reasons for the complaint
 - Details of outcomes sought



- 2.4. Acknowledge the complaint, using the preferred contact details of the complainant or their representative, in a timely manner and in keeping with any legislative requirements. This is aimed to be within three business days of receipt of the complaint.
 - 2.5. Clarify aspects of the complaint, where necessary, including whether it was intended to be handled as a complaint or as feedback or expression of general concern. The Executive Director or Chair will also seek to engage regarding identified assistance or support needs, especially related to the ability to provide necessary information to inform the complaint's management.
 - 2.6. The Executive Director or Chair will review the complaint and, at their discretion, seek assistance of internal and external resources, to undertake the following:
 - Application of any applicable requirements within these procedures (Child Safe Responses)
 - Undertake an assessment of the concerns to decide how the complaint will be handled, with what priority and resources. This will likely include contact with school or ECS representatives and gathering of information from these sources. This assessment will be undertaken with reference to any required methods for handling complaints and complaints analysis, detailed in relevant complaints management policy documents that apply to the school or ECS.
 - Inform the complainant, or their authorised representative, of:
 - confirmation of the intention to manage their complaint
 - the intended method for handling the complaint
 - the likely or intended process to be followed.
 - Arrange for complaints handling method to be applied.
 - Provide updates and outcomes as appropriate.
 - Ensure complaint information is recorded in the school or ECS complaints management register.
 - Provide information on the complaint's management to be included in relevant review processes detailed in the **Procedures: Child Safe Operations**
3. For Schools or ECS within the ACSQ catchment, any person who has made a complaint in accordance with this procedure and is dissatisfied with the complaint's management, may make an appeal to the Archbishop of the Diocese of Brisbane (ACSQ). For other Queensland Anglican schools or ECS, an appeal can be made with the respective Bishop (e.g. the Bishop for North Queensland). Processes for such appeals are published by the relevant diocese.

APPENDICES:

- A: Common Role of Most Workers
- B: Practice Resources

Appendices

COMMON ROLE OF MOST WORKERS (SUMMARISED)

1. Identify – Worker receives or identifies a potential, perceived or actual concern for a child’s safety. ‘If you see, hear or feel something, say something.’



2. Identify – Workers are required to tell (verbal) an Appropriate Person about concerns without unnecessary delay (immediately). Where a worker is a staff member, they are also required to provide a written account of the concerns (internal email is acceptable when sent securely and to the authorised recipients) to provide an accurate record. Note: the worker is responsible for confirming concerns have been received.

3. Identify – Information to share: who is involved, what is the alleged behaviour of concern, what is the suspected impact on the child, how you became aware of the concern, who else may know relevant information.

4. Gather – The Appropriate Person will help by arranging the gathering of relevant information.

5. Assess and Respond – Without limiting the response that may be necessary, the Appropriate Person will help with:

- Risk reduction (noting immediate danger should be responded to via emergency/critical incident processes, including contacting ‘000’).
- External reporting to statutory authorities (Child Safety, Police, or other authority).
- Internal reporting (both within the school or ECS and to other relevant persons).
- Support provision for those involved.

6. Respond – A staff member may need to:

- Mandatory reporter: Make a written report to Child Safety. See ‘Concerns related to a parent’s ability and willingness to protect their child’, within Assess and Respond of the Procedures: Child Safe Responses.
- All school staff: Immediately provide concerns about sexual abuse or likely sexual abuse, directly to the Principal or governing body’s delegate in writing. See ‘Concerns related to sexual abuse or likely sexual abuse’, within Assess and Respond of the Procedures: Child Safe Responses.

7. Monitor – Workers may have a role in the ongoing monitoring of a child or children’s safety. It is important that they continue to identify and raise concerns if they continue to come to that person’s attention.

8. Identify – If a worker has a concern the Procedures: Child Safe Responses have not been complied with, they are to raise this concern, using the process in Complaints Management within the Procedures: Child Safe Responses.

Generally, these actions are integrated into the following workflow:



A concern is information where it is reasonable to suspect a child has been harmed, or placed at risk of harm, due to the behaviour of another person, and the resulting or potential impact on a child’s physical, emotional, psychological or cultural safety.

¹¹ An Appropriate Person may be either a Child Safe Advocate, including a Nominated Supervisor (ECS), the Principal (schools), delegate of the Approved Provider (ECS) or delegate of the governing body.

¹² Without unnecessary delay’ is used to help explain what is meant by ‘immediately’, recognising that when caring for children there are circumstances where duty of care responsibilities to the safety, wellbeing and best interests of children is paramount.

PRACTICE RESOURCES

Provided by the Anglican Schools Commission:

- Child friendly version/s of policy and process
- Child Safe Delegations: Approval template
- Information Sharing
- Key Contacts
- Child Safe Response Form
- Risk management templates
- Email template for reporting sexual abuse or likely sexual abuse
- Support planning template
- Monitoring and review template

External resources:

- [Child Safety Online Reporting Form](#)
- [Child Protection Guide](#)
- [Australian Centre to Counter Child Exploitation \(ACCCE\)](#)
- [eSafety Commissioner](#)
- [Queensland College of Teachers \(QCT\)](#)
- [Australian Health Practitioner Regulation Agency \(AHPRA\)](#)

