Iona College seeks to provide a dynamic Catholic learning community within the Oblate spirit, so that its members are faith-filled, resilient, courageous, well-balanced and prepared to make a difference.
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# 1. STUDENT PROTECTION CONTACTS

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<tr>
<th>ROLE</th>
<th>NAME</th>
<th>CONTACT DETAILS</th>
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2. INTRODUCTION

2.1 Iona College is committed to the safety and well being of our students. Iona College seeks to develop within our students a sense of self-respect, responsibility and tolerance for all and educate holistically in a spirit of love, respect and community.

2.2 This Policy applies to all staff members and Church personnel working within Iona College. Compliance is mandatory. This Policy encourages and supports Iona College in its commitment to the safety and well being of our students.

2.3 This Policy describes the roles and responsibilities of staff members and Church personnel to report information or allegations of harm or likely harm by any person to a student. This Policy and the reporting requirements it dictates is, in the first instance, inspired by the belief that every child is made in the image of God and must be protected, treated with respect and nurtured to assist them to reach their full potential spiritually, physically, emotionally and academically.

2.4 Each student attending Iona College has the right to feel safe and be protected from harm at all times. Iona College is committed to providing a safe, supportive and caring environment for its students. Any behaviour jeopardizing that environment is contrary to the ethos of the founder of the Missionary Oblates of Mary Immaculate, St Eugene de Mazenod, and will not be tolerated.

3. GUIDING PRINCIPLES

3.1 The principles underlying this Policy include:

(a) the best interests of the student are paramount;

(b) each student has the right to feel safe at all times and be cared for in a way that protects them from harm and promotes their well being;

(c) any information or allegation that a student has suffered harm, is suffering harm, or is at risk of suffering harm must be dealt with immediately and diligently and reported to the Relevant State Authority in accordance with this Policy;

(d) each staff member has a responsibility to provide a safe, caring environment that enables students to develop their spirituality, personality, talents and mental and physical abilities to their full potential;

(e) all persons involved in situations where harm or inappropriate behaviour to a student is suspected or alleged will be treated with dignity, sensitivity and respect and will be provided with access to support services and pastoral care as appropriate;
(f) all staff members must report sexual abuse, suspected sexual abuse or likely sexual abuse of a student by another person in accordance with this Policy;

(g) all staff members must report harm, suspicions of harm or risk of harm to a student (other than sexual abuse, suspected sexual abuse, or likely sexual abuse by another person) in accordance with this Policy;

(h) any person who is the subject of an allegation of harm or inappropriate behaviour to a student will be treated fairly and reasonably;

(i) each student is entitled to be treated in a way that supports the principles of privacy, ensures and maintains confidentiality and respects their dignity;

(j) each person who has access to information regarding suspected or alleged or likely harm or inappropriate behaviour to a student has an obligation to observe confidentiality;

(k) the value of the family unit and its culture is to be respected but not to the detriment of the student;

(l) any person has the right to make a voluntary report of harm or suspected harm to a student directly to a Relevant State Authority;

(m) if there is any doubt about an allegation or suspicion of harm to a student the decision must always be in favour of reporting the allegation;

(n) any staff member who harms a student will be subject to disciplinary action including termination where appropriate;

(o) Iona College will cooperate with a Relevant State Authority in resolving allegations of harm to a student.

4. OBLIGATIONS

4.1 The Missionary Oblates of Mary Immaculate, through the Iona College Board, governs Iona College in the spirit of St Eugene de Mazenod, and in a manner that fulfills legal and Church obligations, including:

(a) statutory obligations under Queensland legislation:

   (i) Child Protection Act 1999
   (iii) Commission for Children and Young People and Child Guardian Regulations 2001
   (iv) Education (Accreditation of Non-State Schools) Act 2001
(v)  Education (Accreditation of Non-State Schools) Regulation 2001
(vi) Education (General Provisions) Act 2006
(vii) Education (Queensland College of Teachers) Act 2005

(b)  Church obligations:

(i)  Towards Healing: Principles and Procedures in responding to complaints of abuse against personnel of the Catholic Church of Australia (January 2010)
(ii) The Code of Canon Law
(iii) The Constitutions and Rules of the Missionary Oblates of Mary Immaculate

(c)  Other obligations arising from:

(i)  Relevant Professional Standards and Code of Ethics
(ii) Relevant Catholic Church documents such as Integrity in Ministry
(iii) Iona College Policies
(iv) United Nations Charter of the Rights of the Child

5.  DEFINITIONS

5.1  In this Policy:

(a)  Child means an individual under 18 years (see section 8 of the Child Protection Act 1999).

(b)  Allegation means an assertion or information still to be proved.

(c)  Alleged perpetrator means the person against whom the allegation is made.

(d)  Alleged victim means the person (in this Policy the student) who is reported to have suffered, or as being at risk of suffering, harm, suspected harm or inappropriate behaviour by any person including student self harm.

(e)  Church Personnel means any cleric, member of a religious institute or other persons who are employed by a Church body, or appointed by a Church body to voluntary positions in which they work with children or young people, or engage in other forms of pastoral care (Towards Healing, 2010, p. 3).

(f)  Delegate of the Iona College Board means the person to whom all of the directors of Iona College Limited have, by unanimous resolution, delegated the directors’ reporting function under section 366B of the Education (General Provisions) Act 2006.

(g)  Harm means any detrimental effect of a significant nature on a child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.
Harm can be caused by physical, psychological or emotional abuse or neglect; sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances (see section 9 of the Child Protection Act 1999).

**Physical abuse** is a form of harm. It consists of non-accidental injury to a child by any person. It includes injuries which are caused, for example, by excessive or inappropriate discipline. It can include bruises, fractures, dislocations, severe beatings or shakings, lacerations, welts, burns, biting or grabbing sufficiently to leave marks, throwing a child, attempted suffocation or strangulation.

**Emotional abuse** is a form of harm. It can occur when a child is repeatedly rejected, isolated, or verbally abused resulting in significant emotional deprivation or trauma. It involves behaviour which impairs a child’s social, emotional, cognitive and intellectual development and/or disturbance of a child’s behaviour. Examples of emotional abuse include constant criticism, belittling, teasing, ignoring or withholding praise and affection, public humiliation, inappropriate isolation of a student at school, scapegoating and constant yelling.

**Neglect** is a form of harm. It includes a failure to provide a child with the necessities of life such as adequate nutritious food, clothing, shelter, supervision and the protection needed for the child’s optimal growth and development. An extreme form of neglect is abandonment. Failure to provide access to medical and dental care and educational opportunities may also be neglect.

**Sexual abuse** is a form of harm. It includes sexual behaviour involving a student and another person in the following circumstances—

(a) the other person bribes, coerces, exploits, threatens or is violent toward the student;

(b) the student has less power than the other person;

(c) there is a significant disparity between the student and the other person in intellectual capacity or maturity.

This definition is taken from section 364 of the Education (General Provisions) Act 2006. It provides a non-exhaustive list of the circumstances in which sexual behaviour would constitute sexual abuse. It is not intended to be exhaustive or restrict the matters that should be reported as giving rise to a reasonable suspicion of sexual abuse or likely sexual abuse.

A child 16 years and under cannot legally consent to sexual acts and such activity is a criminal offence even if the child has, or appears to have, consented. Young people over sixteen can be the subject of sexual abuse in a situation of power and improper use of authority, and forced consent is not an excuse in these

(h) **Inappropriate behaviour** means physical or non-physical behaviour that a student considers inappropriate.

(i) **Pastoral care** means the work involved or the situation which exists when one person has responsibility for the wellbeing of another. It includes the provision of spiritual advice and support, education, counselling, medical care, and assistance in times of need. All work involving the supervision or education of children and young people is a work of pastoral care (see Towards Healing 2010, p 4).

(j) **This Policy** means this Student Protection Policy.

(k) **Reasonably suspects** means suspects on grounds that are reasonable in the circumstances (see Schedule 4 of the Education (General Provisions) Act 2006).

(l) **The Rector** means the person who has delegated responsibility for the day to day operations of Iona College.

(m) **Relevant State Authority** means (see section 10(8) the Education (Accreditation of Non-State Schools) Regulation 2001):

1. The Chief Executive, or another officer, of the department in which the Child Protection Act 1999 is administered; or

2. An authorised officer under the Child Protection Act 1999; or

3. A police officer.

In this document a Relevant State Authority includes the Queensland Police Service and/or the Department of Communities, Child Safety and Disability Services.

(n) **The school** means Iona College.

(o) **Staff member** means any person employed, engaged, hired or contracted by or on behalf of Iona College for reward on a casual, fixed term or continuing basis or as an independent contractor to work in whatever capacity at the school. Staff member also includes Church Personnel.

(p) **Student Protection Contact** means any person appointed by the Rector in compliance with section 10(4) of the Education (Accreditation of Non-State Schools) Regulation 2001. The Student Protection Contact is the nominated staff member of Iona College to receive reports from students about behaviour of another staff member that the student considers inappropriate.
(q) **Student** is any person, regardless of age, enrolled in Iona College. Student also includes:

1. A pre-preparatory age child registered in a pre-preparatory learning program at Iona College;

2. A person with a disability who is being provided with special education at Iona College.

(r) **Towards Healing** means the process to be followed, as outlined in the Towards Healing protocol, when a complaint of abuse is made against a person working for the Catholic Church in Australia. This process applies to all personnel, including permanent, part-time, casual and volunteer staff and clergy and religious and addresses past and present allegations of abuse.

(s) **Volunteer** means a person who carries out work at the school for no financial reward.

6. **RESPONSIBILITIES**

6.1 The Iona College Board must:

(a) ensure that Iona College has a Student Protection Policy in the form approved by the Non-State Schools Accreditation Board;

(b) ensure that the Rector is advised of and trained in his obligations under the *Education (General Provisions) Act 2006*, the *Education (Accreditation of Non-State Schools) Act 2001*, other relevant legislation including regulations and this Policy; and

(c) support the principles of privacy and the need for confidentiality in matters of student protection.

6.2 The Rector must:

(a) understand and comply with this Policy;

(b) ensure that all staff members and Church Personnel are aware of this Policy and how to access it;

(c) appoint at least two Student Protection Contacts in accordance with the *Education (Accreditation of Non State Schools) Regulation 2001* and ensure these persons are aware of their statutory responsibilities;
(d) ensure that all students are aware of this Policy, the processes by which they can report inappropriate behaviour of a staff member and the names of the school’s Student Protection Contacts;

(e) ensure that the reporting procedures prescribed by this Policy are being implemented within the school;

(f) manage the process, with the Student Protection Contacts as appropriate, when concerns or allegations of student related harm, sexual abuse, suspected sexual abuse or likely sexual abuse are received in compliance with the statutory obligations contained in the *Education (General Provisions) Act 2006*, the *Education (Accreditation of Non-State Schools) Act 2001* and supporting regulations and this Policy;

(g) inform as soon as practicable the Delegate of the Iona College Board when a student related allegation of harm (other than sexual abuse) against a staff member or volunteer is reported;

(h) inform as soon as practicable the Delegate of the Iona College Board when a student related allegation of sexual abuse or suspected sexual abuse or likely sexual abuse is reported;

(i) take all necessary action to suspend, exclude or discipline on such conditions as may be necessary during an investigation, any staff member, Church Personnel or volunteer who is the subject of an unresolved student related allegation of harm or inappropriate behaviour;

(j) take whatever steps are necessary, after advice from relevant persons, to restore the good reputation of an alleged perpetrator of harm or inappropriate behaviour if either a police investigation, an internal investigation or a Church process makes it clear to the satisfaction of the Rector that the alleged perpetrator did not commit the alleged wrong (*Towards Healing 2010, 42.2, page 20*);

(k) if after an investigation by the police, an investigation on behalf of the school or a Church process it is determined that there are concerns about the person’s suitability to be in a position of pastoral care, in consultation with relevant persons, will consider and take whatever action is necessary with respect to the employment status of the person at the school;

(l) complete an Annual Compliance Report on matters of student protection (Form 4) and present this report to the Iona College Board.

Note: Where the alleged perpetrator of the harm or inappropriate behaviour is a staff member, the staff member’s ongoing employment at the school will be determined in accordance with applicable procedures of employment law and other legislation. Where the alleged perpetrator of the harm or inappropriate behaviour is Church
Personnel, any decisions made with respect to the future ministry of that person will be consistent with the provisions of the Code of Canon Law (Towards Healing 2010, p 27).

6.3 The Iona College Leadership Team must:

(a) promote this Policy to all staff members, Church Personnel, parents of students and students at Iona College and ensure this Policy is accessible to them;

(b) ensure that all staff members are familiar with and commit themselves to this Policy and are aware of their legal obligations under the Education (General Provisions) Act 2006, the Education (Accreditation of Non-State Schools) Act 2001, the Education (Accreditation of Non-State Schools) Regulation 2001 and this Policy;

(c) ensure, in consultation with the Rector, that training opportunities are delivered to those involved in implementing this Policy and the procedures it prescribes;

(d) ensure, in consultation with the Rector, that training is delivered and supervision provided by suitably qualified persons with expertise and experience in child protection for the Student Protection Contacts;

(e) ensure that all staff members, Church Personnel and volunteers who are required to possess a current positive suitability notice issued by the Commissioner for Children and Young People and Child Guardian or the Queensland College of Teachers, possess such a notice.

6.4 Student Protection Contacts, as appointed by the Rector, must:

(a) ensure that all staff members, Church Personnel, volunteers, students and their parents/caregivers know who the Student Protection Contacts are and their contact information;

(b) assist staff members, Church Personnel, volunteers, students and their parents/caregivers when concerns or allegations of student related harm are reported to them;

(c) assist the Rector to ensure that staff members are advised of and trained in their obligations under the Education (General Provisions) Act 2006, the Education (Accreditation of Non-State Schools) Act 2001, the Education (Accreditation of Non-State Schools) Regulation 2001 and this Policy;

(d) understand and comply with this Policy;

(e) receive reports from students of inappropriate behaviour about staff members and act on those reports in accordance with this Policy;
(f) be familiar with the Form 1 Mandatory Report (sexual abuse), the Form 2 Mandatory Report (harm other than sexual abuse) and the Form 3 Inappropriate Behaviour Report to be completed when student related harm or inappropriate behaviour is suspected or disclosed;

(g) attend training and other professional development opportunities in the area of student protection;

(h) ensure that if a student or other person raises concerns, or alleges harm or inappropriate behaviour by a staff member that this behaviour is reported immediately to the Rector or the Delegate of the Iona College Board in accordance with this Policy;

(i) support the principles of privacy and confidentiality in matters of student protection.

NOTE: Student Protection Contacts DO NOT investigate allegations of harm. Investigations of allegations of harm or suspected harm will be conducted by officers of the Department of Communities, Child Safety and Disability Services and/or the Police.

6.5 All staff members must:

(a) comply with this Policy;

(b) attend training and other professional development opportunities delivered or offered by the school in the area of student protection and this Policy;

(c) support the principles of privacy and the need for confidentiality in matters of student protection.

7. REPORTING PROCESSES

ACTUAL OR SUSPECTED OR LIKELY SEXUAL ABUSE OF A STUDENT BY ANY PERSON

7.1 The Education (General Provisions) Act 2006 imposes various statutory obligations on staff members of non-state schools to report a reasonable suspicion of sexual abuse, actual sexual abuse or likely sexual abuse of a student by any person. A failure to comply with the Education (General Provisions) Act 2006 may, in certain circumstances, result in prosecution and liability for a pecuniary penalty. It may also result in disciplinary action including termination and professional conduct proceedings by the Queensland College of Teachers.

7.2 Section 366 of the Education (General Provisions) Act 2006 imposes the obligation on staff members to report the sexual abuse or suspected sexual abuse of a student by
any person. Non-compliance with section 366 exposes the staff member to prosecution and, on a plea or finding of guilt, a pecuniary penalty.

7.3 Section 366A of the *Education (General Provisions) Act 2006* imposes the obligation on staff members to report a reasonable suspicion of likely sexual abuse of a student by any person. A failure to comply with section 366A will not expose the staff member to a criminal penalty, however it may result in disciplinary action including termination. It may also result in disciplinary/professional conduct proceedings by the Queensland College of Teachers.

7.4 The procedure to be followed by a staff member to comply with sections 366 and 366A of the *Education (General Provisions) Act 2006* and Iona College policy is set out below.

7.5 If a staff member (as the "first person") becomes aware, or reasonably suspects that a student has been sexually abused by another person or is likely to be sexually abused by another person the staff member (as the "first person") must immediately complete Part A of the Form 1 Mandatory Report and give the report to the Rector. If the allegation is about the Rector the Form 1 Mandatory Report must be immediately given to the Delegate of the Iona College Board.

7.6 The Rector or the Delegate of the Iona College Board must complete Part B of the Form 1 Mandatory Report and immediately give a copy of the report to a police officer. Note: If the Rector or the Delegate of the Iona College Board determines that the student does not have a protective parent / guardian and is in need of protection, this report must also be sent to Child Safety Services. *(Jan 2015 legislative update)*

7.7 If the Rector (as the "first person") becomes aware, or reasonably suspects that a student has been sexually abused by another person, or is likely to be sexually abused, the Rector (as the "first person") must immediately give a written report using the Form 1 Mandatory Report to a police officer. Note: If the Rector or the Delegate of the Iona College Board determines that the student does not have a protective parent / guardian and is in need of protection, this report must also be sent to Child Safety Services. *(Jan 2015 legislative update)*

7.8 A staff member, the Rector or the Delegate of the Iona College Board, in making a report of sexual abuse or suspected sexual abuse or likely sexual abuse in compliance with the *Education (General Provisions) Act 2006* is not liable civilly, criminally or under an administrative process for giving the information contained in the report to someone else.

7.9 If the alleged perpetrator is a staff member or volunteer the Rector or the Iona College Board will seek advice from police as to if and when the staff member or the volunteer is to be informed of the allegation.
7.10 If the alleged perpetrator is a volunteer the volunteer may be excluded from the school.

7.11 If the alleged perpetrator is a staff member, the Rector or the Iona College Board (as applicable) may suspend the alleged perpetrator pending investigation taking into account the gravity of the allegations and the risk of harm to students if the allegations are true. If there is a significant risk of harm to students by a staff member, the Rector or the Iona College Board (as applicable) must act at the earliest possible moment on the best advice available in the circumstances (see Towards Healing 2010, p 20).

7.12 Pastoral care and support will be offered to the alleged student victim of the sexual abuse or the suspected sexual abuse or the likely sexual abuse and, where appropriate, the alleged student victim’s family.

7.13 Subject to paragraph 7.14, no person for or on behalf of the school or the Iona College Board should undertake an investigation of allegations of sexual abuse or suspected sexual abuse or likely sexual abuse of a student. This is to ensure that an investigation into the allegations by a Relevant State Authority is not prejudiced.

7.14 An internal investigation should only commence if the Relevant State Authority is not proceeding with an investigation, has concluded an investigation or has authorised an internal investigation to be conducted by or on behalf of the school or the Iona College Board.

**HARM (OTHER THAN SEXUAL ABUSE) OF A STUDENT BY ANY PERSON INCLUDING STUDENT SELF-HARM**

7.15 Iona College is required to comply with the statutory obligations imposed by the Child Protection Act 1999 and the Education (Accreditation of Non-State Schools) Regulation 2001 in responding to allegations of actual or suspected harm of students by any person.

7.16 If a staff member is aware or reasonably suspects that harm (other than sexual abuse) has been caused to a student or is suspected to have been caused to a student by any person including student self harm, the staff member must immediately give a written report to the Rector or a Student Protection Contact by completing Part A of the Form 2 Mandatory Report.

7.17 If the allegation is about the Rector the staff member must complete Part A of the Form 2 Mandatory Report and give the report to a Student Protection Contact.

7.18 If the Rector or the Student Protection Contact is also aware or reasonably suspects that harm has been caused to the student by any other person, (ie excluding self-harm (Jan 2015 legislative update)) the Rector or the Student Protection Contact as applicable


must immediately complete Part B of the Form 2 Mandatory Report and provide a copy of the Form 2 Mandatory Report to the Relevant State Authorities if the student does not have a parent / guardian willing and able to protect the student from harm. *(Jan 2015 legislative update)* Note: The College will always act conservatively in such situations and the report is likely to be forwarded to Child Safety Services or the relevant authority.

7.19 If the allegation is about the Rector the Student Protection Contact must have the Delegate of the Iona College Board counter-sign Part B of the Form 2 Mandatory Report prior to providing it to the Relevant State Authorities if the student does not have a parent / guardian willing and able to protect the student from harm. *(Jan 2015 legislative update)* The Student Protection Contact must also provide the Delegate of the Iona College Board with a copy of the Form 2 Mandatory Report. Note: The College will always act conservatively in such situations and the report is likely to be forwarded to Child Safety Services or the relevant authority.

7.20 If the alleged perpetrator is a staff member or volunteer the Rector or the Student Protection Contact as applicable will seek advice from the Relevant State Authority as to if and when the staff member or the volunteer is to be informed of the allegation.

7.21 If the alleged perpetrator is the Rector the Iona College Board, in consultation with the Student Protection Contact as appropriate, will seek advice from the Relevant State Authority as to if and when the Rector is to be informed of the allegation.

7.22 If the alleged perpetrator is a volunteer the volunteer may be excluded from the school.

7.23 If the alleged perpetrator is a staff member, the Rector may suspend the alleged perpetrator pending investigation taking into account the gravity of the allegations and the risk of harm to students if the allegations are true. If there is a significant risk of harm to students by a staff member the Rector must act at the earliest possible moment on the best advice available in the circumstances *(see Towards Healing 2010, p 20)*.

7.24 If the alleged perpetrator is the Rector, the Iona College Board may suspend the Rector pending investigation taking into account the gravity of the allegations and the risk of harm to students if the allegations are true. If there is a significant risk of harm to students by the Rector the Iona College Board must act at the earliest possible moment on the best advice available in the circumstances *(see Towards Healing 2010, p 20)*.

7.25 **Self-Harm.** *(as per Jan 2015 update).* Incidents of Self-harm no longer require notifications to be forwarded to state authorities if there is a parent / guardian willing and able to protect the student. Pastorally, you are still required to inform a HOH, HoSW or the Dean of Students if you become aware of this particular concern.
7.26 Pastoral care and support will be offered to the alleged student victim of the harm and, where appropriate, the alleged student victim's family. Note the following:

**Referrals by Rector or SPC to the new Family and Child Connect Services**
The Government has now established Family and Child Connect Services as a community-based intake and referral service designed to support vulnerable families. Where the Rector or SPC has a reasonable suspicion that a child may become a ‘child in need of protection’ (as discussed above) if no preventative support is given, the College is required to engage with the family and discuss the benefits of referring the family and student to the Family and Child Connect Services to obtain appropriate support. Referral can be made without the family’s consent, however it is always preferable to engage with the family.

7.27 Subject to paragraph 7.28, no person for or on behalf of the school or the Iona College Board should undertake an investigation of allegations of harm or suspected harm of a student. This is to ensure that an investigation into the allegations by a Relevant State Authority is not prejudiced.

7.28 An internal investigation should only commence if the Relevant State Authority is not proceeding with an investigation, has concluded an investigation or has authorised an internal investigation to be conducted by or on behalf of the school or the Iona College Board.

**INAPPROPRIATE BEHAVIOUR TO A STUDENT BY ANY PERSON**

7.29 If a student becomes aware or reasonably suspects that any person, including in particular a staff member or volunteer, has behaved inappropriately to a student the student may report the inappropriate behaviour to a Student Protection Contact or any other staff member.

7.30 If a staff member becomes aware or reasonably suspects that any person has behaved inappropriately towards a student the staff member must immediately complete Part A of the Form 3 Inappropriate Behaviour Report and provide the report to the Rector or a Student Protection Contact. If the allegations are about the Rector the staff member must immediately complete Part A of the Form 3 Inappropriate Behaviour Report and provide the report to a Student Protection Contact.

7.31 If a Student Protection Contact or the Rector receives a report from a student under paragraph 7.29 above or a staff member under paragraph 7.30 above the Student Protection Contact or the Rector must complete Part A and Part B (as applicable) of the Form 3 Inappropriate Behaviour Report.

7.32 The Student Protection Contact must immediately provide a copy of the completed Form 3 Inappropriate Behaviour Report to the Rector, except where the allegations are about the Rector.
7.33 If the allegations are about the Rector the Student Protection Contact must complete the Form 3 Inappropriate Behaviour Report and consult with the Delegate of the Iona College Board who must countersign the Form 3.

7.34 The Rector or the Student Protection Contact must determine as quickly as possible the nature of the allegation/s. If the allegations are about the Rector the Student Protection Contact must determine the nature of the allegation/s in consultation with the Delegate of the Iona College Board.

7.35 If the Rector or the Student Protection Contact in consultation with the Delegate of the Iona College Board (as applicable) determine that the allegations concern sexual abuse, suspected sexual abuse, likely sexual abuse, harm or suspected harm of a student by any person, the reporting procedures in paragraphs 7.1 to 7.14 (sexual abuse) and 7.15 to 7.28 (harm other than sexual abuse) must be immediately implemented.

7.36 If there is any doubt the decision must always be in favour of reporting the allegations to the Relevant State Authority.

7.37 If the allegations concern inappropriate behaviour (and not harm or suspected harm or sexual abuse, suspected sexual abuse or likely sexual abuse) the Rector and/or the Student Protection Contact must investigate the allegations and respond to a report of inappropriate behaviour to a student as soon as reasonably practicable in the circumstances. An investigation of inappropriate behaviour will usually include:

(a) informing relevant parties of the allegations made against them (as appropriate);

(b) ensuring all relevant parties are given an opportunity to respond to the allegations of inappropriate behaviour;

(c) a consideration and determination of the appropriate response to the allegations which may include, for example, conciliation, mediation, professional supervision or the commencement of a formal disciplinary or exclusion process.

7.38 Pastoral care and support will be offered to the alleged student victim of the inappropriate behaviour and, where appropriate, the alleged student victim’s family, as well as to any other persons involved in the allegations including the alleged perpetrator of the inappropriate behaviour (where the alleged perpetrator is a staff member or a student).

8. CONFIDENTIALITY

8.1 Staff members who have access to information about student protection matters must observe strict confidentiality and privacy and should not disclose confidential
information about a student or any other person except in accordance with legislative requirements and school policy.

8.2 Section 22 of the Child Protection Act 1999 provides that when a person, acting honestly, makes a child protection notification to the Department of Communities, Child Safety and Disability Services or a police officer that person is not liable, civilly, criminally or under an administrative process, for giving the notification or information.

9. **MAKING AND STORING STUDENT PROTECTION RECORDS**

9.1 When documenting student protection concerns staff members should be aware that records can be subpoenaed for court proceedings and used as evidence. Student protection documentation kept by staff members may also be required by a Relevant State Authority to assist in their investigations.

9.2 As far as possible record:

   (a) the actual words used by the person making the allegations. Note the date and time. Use quotation marks (""") to indicate that the words are verbatim;

   (b) exactly the behaviour or conduct observed. Note the date and time of the observations.

9.3 Record factual information as soon as possible. Always sign and date your note or record. Contemporaneous notes and records are usually more reliable. Use simple language that is clear, precise and non-emotive. Avoid jargon.

9.4 The Rector should keep a secure confidential file containing copies of any reports made in compliance with this Policy.

9.5 Student Protection Contacts should keep a secure confidential file containing copies of any reports made in compliance with this Policy.

9.6 For teachers who make a student protection report in the case of sexual abuse or likely sexual abuse, the Rector / delegate of the College Board must give the teacher a written confirmation that the report has been sent to Qld Police (and the Department of Child Safety if no protective parent / guardian) to discharge the teacher of their legal obligation to make the report themselves. This may be done by email.
10. HOW ARE YOU MADE AWARE OF THIS POLICY?

<table>
<thead>
<tr>
<th>Target group</th>
<th>Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td>• Posters in common areas</td>
</tr>
<tr>
<td></td>
<td>• Information provided in school assemblies</td>
</tr>
<tr>
<td></td>
<td>• Student protection policy accessible on school website</td>
</tr>
<tr>
<td><strong>Staff members</strong></td>
<td>• Regular staff meetings</td>
</tr>
<tr>
<td></td>
<td>• Ongoing student protection training</td>
</tr>
<tr>
<td></td>
<td>• Student protection policy accessible on school website and intranet</td>
</tr>
<tr>
<td></td>
<td>• All new staff members on induction</td>
</tr>
<tr>
<td><strong>Parents</strong></td>
<td>• Information included in enrolment information</td>
</tr>
<tr>
<td></td>
<td>• Student protection information regularly included in school newsletters</td>
</tr>
<tr>
<td></td>
<td>• Student protection policy accessible on school website</td>
</tr>
<tr>
<td><strong>Iona College Board</strong></td>
<td>• Student protection policy accessible on school website</td>
</tr>
<tr>
<td></td>
<td>• Annual student protection in-service for board members</td>
</tr>
</tbody>
</table>
# 11. SUMMARY OF REPORTING PROCEDURES

<table>
<thead>
<tr>
<th>Reporting Harm (not sexual abuse)</th>
<th>Education (Accreditation of Non-State Schools) Regulation 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF</strong></td>
<td><strong>THEN</strong></td>
</tr>
<tr>
<td>A You are a student and you are aware or reasonably suspect that harm has been caused by any person to a student</td>
<td>Report it to a Student Protection Contact or any staff member</td>
</tr>
<tr>
<td>B You are a staff member and you are aware or reasonably suspect that harm has been caused by any person to a student</td>
<td>Report it to the Rector or a Student Protection Contact. If the allegations are about the Rector report it to a Student Protection Contact. Use Form 2 Mandatory Report and keep a written record of your actions</td>
</tr>
</tbody>
</table>
| C You are a Student Protection Contact and receive a report under A or B | Use Form 2 Mandatory Report and keep a written record of your actions. If you are aware of the harm having been caused or you reasonably suspect the harm to have been caused (this applies whether harm has been caused internally or external to the school) report it to the police or the Department of Communities, Child Safety and Disability Services using the Form 2 if the student does not have a parent / guardian willing and able to protect the student from harm. (Jan 2015 legislative update)  
If the allegations are about the Rector have the Delegate of the Iona College Board countersign Part B of the Form 2.  
Provide a copy of the Form 2 to the Rector except where the allegations are about the Rector. If the allegations are about the Rector provide a copy to the Delegate of the Iona College Board |
| D You are the Rector and you receive a report of harm or suspected harm to a student and you are aware of the harm having been caused or you reasonably suspect the harm to have been caused (this applies whether harm has been caused internally or external to the School) | Report it to the police or the Department of Communities, Child Safety and Disability Services. Use Form 2 Mandatory Report if the student does not have a parent / guardian willing and able to protect the student from harm. (Jan 2015 legislative update) and keep a written record of your actions. If the allegations are about a staff member or volunteer provide a copy of the Form 2 Mandatory Report to the Delegate of the Iona College Board.  
Note: The College will always act conservatively in such situations and the report is likely to be forwarded to Child Safety Services or the relevant authority. |
### Reporting Inappropriate Behaviour

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> You are a student and you wish to report behaviour by a staff member or any other person that you consider inappropriate</td>
<td>Report the behaviour to a Student Protection Contact or another staff member</td>
</tr>
<tr>
<td><strong>B</strong> You are a staff member and you receive a report under A</td>
<td>Document the information/allegation using Form 3 Inappropriate Behaviour Report and provide the report to the Rector or a Student Protection Contact. If the allegations are about the Rector provide the Form 3 to a Student Protection Contact.</td>
</tr>
</tbody>
</table>
| **C** You are the Student Protection Contact and receive a report under A or B | Document the information/allegation using Form 3 Inappropriate Behaviour Report and provide a copy of the report to the Rector. If the allegations are about the Rector provide a copy of the report to the Delegate of the Iona College Board. Further investigation should be referred to the College Leadership Team and resulting actions to be taken will include:  
  - Interview student  
  - Interview the staff member named in the report  
  - Interview any other person who may be able to provide useful information, history of problems  
  - Complete report and make recommendations for the Rector to consider  
  Rector/Board takes action on the basis of the report and findings |
| **D** You are the Rector and receive a report under A, B or C | Decide how best to investigate; depending on the seriousness of the allegations confer with the Iona College Board. Document using Form 3 Inappropriate Behaviour Report  
  - Interview student  
  - Interview the staff member named in the report  
  - Interview any other person who may be able to provide useful information, history of problems  
  - Complete report and recommendations  
  Rector takes action on the basis of the report and findings |
### Reporting Sexual Abuse

**IF**

- **A** You are a staff member and you as the first person become aware or reasonably suspect that a student has been sexually abused by another person or is likely to be sexually abused by another person.
- **B** You are the Rector or the Delegate of the Iona College Board and you receive a report under A. 
- **C** You are the Rector and you as the first person become aware or reasonably suspect that a student has been sexually abused by another person or is likely to be sexually abused by another person.

**THEN**

- Complete Part A of the Form 1 Mandatory Report and give the report to the Rector or the Delegate of the Iona College Board (if complaint is about the Rector).
- The contents of Form 1 are prescribed by regulation made under the *Education (General Provisions) Act 2006*

**A**

- Complete Part B of the Form 1 Mandatory Report and give a copy of the report to a police officer immediately. Note: If the Rector or the Delegate of the Iona College Board determines that the student does not have a protective parent / guardian and is in need of protection, this report must also be sent to Child Safety Services. *(Jan 2015 legislative update)*

**B**

- Complete Form 1 Mandatory Report and give a copy of the report to a police officer and the Delegate of the Iona College Board immediately. Note: If the Rector or the Delegate of the Iona College Board determines that the student does not have a protective parent / guardian and is in need of protection, this report must also be sent to Child Safety Services. *(Jan 2015 legislative update)*

### 12. POLICE AND DEPARTMENT OF COMMUNITIES, CHILD SAFETY AND DISABILITY SERVICES INTERVIEWS AT SCHOOL

**12.1** When an authorised officer of the Department of Communities, Child Safety and Disability Services or a police officer is investigating an allegation of harm or risk of harm to a child, section 17 of the *Child Protection Act 1999* authorises the authorised officer or police officer to have contact with the child at the school in certain circumstances without first informing the child's parent or guardian.

**12.2** Before exercising a power of interview with a child in these circumstances, the authorised officer or police officer must first notify the Rector of the intention to have contact with the child at the school.

**12.3** The authorised officer or the police officer will inform the child's parent or guardian that they have spoken to the child.
12.4 When the allegations are against someone who lives in the child's home, it is imperative that the Rector does not inform the child's parent or guardian that an interview is to take place. This is to ensure that the interests of the child are protected.

13. DELEGATION OF THE GOVERNING BODY'S REPORTING FUNCTION

13.1 Under section 366B of the *Education (General Provisions) Act 2006*, all of the directors of Iona College Limited may, by unanimous resolution, delegate the directors’ reporting function to an appropriately qualified individual (referred to in this Policy as "the Delegate of the Iona College Board").

13.2 The Delegate of the Iona College Board:

(a) must be a director of Iona College Limited;

(b) must not be the person holding the position of Rector of Iona College;

(c) must not be a staff member of Iona College.

13.3 The Delegate of the Iona College Board must be appointed by a unanimous resolution of the directors of Iona College Limited for a term not exceeding two years.

13.4 There is no limit to the number of terms a director can hold the position of Delegate of the Iona College Board.

13.5 The directors of Iona College Limited may, by a majority resolution, revoke the delegation.

13.6 The Delegate of the Iona College Board will:

(a) comply with this Policy;

(b) act in a manner consistent with the duties and functions of the governing body of Iona College under Chapter 12, Part 10 of the *Education (General Provisions) Act 2006*;

(c) not take any action inconsistent with Chapter 12, Part 10 of the *Education (General Provisions) Act 2006*;
(d) for the purposes of performing their functions, do all things necessary or convenient to be done for or in connection with, or as incidental to, the performance of the functions delegated to them;

(e) attend or otherwise complete annual professional development on student protection and the legislative mandatory reporting responsibilities of non-state schools in Queensland;

(f) provide each of the directors of Iona College Limited with a Compliance Certificate in accordance with Form 5 of this Policy bi-annually, with the Compliance Certificate to be provided at the last meeting of the Board of Iona College Limited immediately before the end of semester one of each school year and the last meeting of the Board of Iona College Limited immediately before the end of semester two of each school year;

(g) as soon as practicable after receiving a report of harm or suspected harm of a student pursuant to this Policy where the alleged perpetrator is the Rector, inform the Chairperson of the Iona College Board and provide the Chairperson with a copy of the Form 2 Mandatory Report;

(h) as soon as practicable after receiving a report of inappropriate behaviour of a student where the alleged perpetrator is the Rector, inform the Chairperson of the Iona College Board and provide the Chairperson with a copy of the Form 3 Inappropriate Behaviour Report.
**FORM 1 MANDATORY REPORT – SEXUAL ABUSE**

This report must be completed immediately by a staff member who becomes aware or reasonably suspects the sexual abuse or likely sexual abuse of a student by any person. Complete Part A of the Form 1 and hand to the Rector or the Delegate of the Iona College Board. The Rector or the Delegate of the Iona College Board must immediately complete Part B of the Form 1 and fax it to the police. If the Rector is the first person he must complete Parts A & B of the Form 1 and immediately fax the report to the police.

**PART A (to be completed by first person)**

<table>
<thead>
<tr>
<th>School name</th>
<th>Iona College</th>
</tr>
</thead>
<tbody>
<tr>
<td>School phone number</td>
<td>(07) 3893 8888</td>
</tr>
<tr>
<td>School fax number</td>
<td>(07) 3893 8800</td>
</tr>
</tbody>
</table>

**REPORT MADE BY (ie the first person)**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Contact number</td>
</tr>
<tr>
<td>Role at school</td>
</tr>
</tbody>
</table>

**ALLEGED STUDENT VICTIM**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth and age</td>
</tr>
<tr>
<td>Year level</td>
</tr>
<tr>
<td>Male / female</td>
</tr>
</tbody>
</table>

**ALLEGED PERPETRATOR**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Date of birth / age (if known)</td>
</tr>
<tr>
<td>Role (if applicable)</td>
</tr>
<tr>
<td>Relationship to victim</td>
</tr>
</tbody>
</table>

**DETAILS OF THE ALLEGED SEXUAL ABUSE OR SUSPECTED SEXUAL ABUSE OR LIKELY SEXUAL ABUSE**
<table>
<thead>
<tr>
<th>Details of the basis for the “first person” becoming aware or reasonably suspecting the sexual abuse or likely sexual abuse of the student by any person</th>
</tr>
</thead>
<tbody>
<tr>
<td>The identity of any other person who may have information about the sexual abuse or the suspected sexual abuse or likely sexual abuse</td>
</tr>
</tbody>
</table>

**Reported to Rector / Delegate of Iona College Board**

By (name)

Date  Time  am  pm

**Signature of person making report**

Date
# PART B (to be completed by Rector / Delegate)

**Rector / Delegate**

<table>
<thead>
<tr>
<th>Report Immediately to Relevant State Authorities &amp; Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Fax or email this form to the Queensland Police Service*</td>
</tr>
</tbody>
</table>

Name of person to whom reported ..................................................

Date                          Time                          am | pm

| ☐ Fax or email this form to the Department of Communities, Child Safety and Disability Services* |

Name of person to whom reported ..................................................

Date                          Time                          am | pm

| ☐ Fax or email this form to the Delegate of the Iona College Board* |

Name of person to whom reported ..................................................

Date                          Time                          am | pm

*Fax or email delivery confirmation reports to be attached to this form

**Other Action** (where applicable)

☐ Pastoral care offered to alleged student victim and family

☐ Internal investigation required (pending consent of Relevant State Authority)

☐ Performance management / disciplinary process to be initiated

☐ Original of this form placed on school file

☐ Inform Queensland College of Teachers

**Rector / Delegate Certification**

Signature

Date                          Time                          am | pm
**FORM 2 MANDATORY REPORT – HARM (other than sexual abuse)**

*Part A of this report must be completed immediately by a staff member who becomes aware or reasonably suspects harm or the risk of harm to a student (other than sexual abuse) by any person. Complete Part A and hand to the Rector or the Student Protection Contact. If the allegations are about the Rector, hand to a Student Protection Contact. Part B of this report must be completed by the Rector or the Student Protection Contact. If the allegations are about the Rector Part B of this report must be completed by the Student Protection Contact and the Delegate of the Iona College Board must countersign Part B of the Form 2.*

**PART A (to be completed by person making report)**

<table>
<thead>
<tr>
<th>School</th>
<th>Iona College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>School phone</td>
<td>(07) 3893 8888</td>
</tr>
<tr>
<td>School fax</td>
<td>(07) 3893 8800</td>
</tr>
</tbody>
</table>

**REPORT MADE BY**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td></td>
</tr>
</tbody>
</table>

**ALLEGED STUDENT VICTIM**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Year level</td>
<td></td>
</tr>
<tr>
<td>Male / Female</td>
<td></td>
</tr>
</tbody>
</table>

**ALLEGED PERPETRATOR OF HARM**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Date of birth / age (if known)</td>
<td></td>
</tr>
<tr>
<td>Role (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Relationship to alleged student victim</td>
<td></td>
</tr>
</tbody>
</table>

**DETAILS OF HARM OR SUSPECTED HARM**

---
IONA COLLEGE

Student Protection Policy

SOURCE OF INFORMATION

REPORTED TO RECTOR / STUDENT PROTECTION CONTACT

By (name)

Date Time am | pm

SIGNATURE OF PERSON MAKING REPORT

Date

PART B (to be completed by the Rector or the Student Protection Contact)

Rector / Student Protection Contact

PLEASE INDICATE THE STATEMENT APPLICABLE

☐ I am aware or reasonably suspect that harm has been caused to the student or the student is at risk of harm

☐ I am not aware and do not reasonably suspect that harm has been caused to the student or that the student is at risk of harm

RECTOR / STUDENT PROTECTION CONTACT CERTIFICATION

Signature

Date Time am | pm
# Student Protection Policy

**IF ASSESSED AS HARM**

Report immediately to Relevant State Authority

- Fax or email this form to the Department of Communities, Child Safety and Disability Services*
  
<table>
<thead>
<tr>
<th>Name of person to whom reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Time</td>
</tr>
<tr>
<td>am</td>
</tr>
</tbody>
</table>
  
- Fax or email this form to the Queensland Police Service*
  
  | Name of person to whom reported |
  | Date                         |
  | Time                         |
  | am  | pm                          |

*Fax or email delivery confirmation reports to be attached to this form

---

**REASONS OF RECTOR / STUDENT PROTECTION CONTACT** IF NOT ASSESSED AS HARM OR REASONABLE SUSPICION OF HARM

---

**ACTION (where applicable)**

- Staff member notified of (pending consent of Relevant State Authority)
  - Allegation
  - Date of incident
  - Reported by (subject to 186 of the Child Protection Act 1999 which preserves the confidentiality of a notifier of harm in certain circumstances)
  - Student concerned
  - Action to be taken

- Pastoral care offered

- Internal investigation required (pending consent of Relevant State Authority)

- Performance management / disciplinary process to be initiated Parent/caregiver advised in writing of allegation and action

- Original of this form placed on school file

- Copy of this form forwarded to the Delegate of the Iona College Board (where the allegations concern the Rector)

- Inform Queensland College of Teachers (where the allegations concern a teacher)
### Rector / Student Protection Contact Signature

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>am</th>
<th>pm</th>
</tr>
</thead>
</table>

### If the Allegations are about the Rector

#### Signature of Delegate of the Iona College Board

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>am</th>
<th>pm</th>
</tr>
</thead>
</table>
FORM 3 INAPPROPRIATE BEHAVIOUR REPORT

This form must be completed immediately by a person who becomes aware or reasonably suspects inappropriate behaviour towards a student by a staff member or any other person. The form must be immediately provided to the Rector or a Student Protection Contact. If the allegations are about the Rector the form must be immediately provided to a Student Protection Contact.

PART A (to be completed by person making report)

<table>
<thead>
<tr>
<th>School</th>
<th>Iona College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff member making report</td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION ABOUT INAPPROPRIATE BEHAVIOUR RECEIVED FROM**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
</tr>
<tr>
<td>Position at school</td>
<td></td>
</tr>
<tr>
<td>How was information received?</td>
<td></td>
</tr>
<tr>
<td>When was information received?</td>
<td></td>
</tr>
</tbody>
</table>

**ALLEGED STUDENT VICTIM**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Year level</td>
<td></td>
</tr>
<tr>
<td>Male / Female</td>
<td></td>
</tr>
</tbody>
</table>

**ALLEGATIONS AGAINST**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Role (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Relationship to alleged student victim</td>
<td></td>
</tr>
</tbody>
</table>
### Details of Alleged Inappropriate Behaviour

<table>
<thead>
<tr>
<th>Details of Alleged Inappropriate Behaviour</th>
</tr>
</thead>
</table>

### Other Relevant Information

<table>
<thead>
<tr>
<th>Other Relevant Information</th>
</tr>
</thead>
</table>

### Reported to Rector / Student Protection Contact

By (name)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>am</th>
<th>pm</th>
</tr>
</thead>
</table>

### Signature of Person Making Report

Date
# Iona College

## Student Protection Policy

### Part B (to be completed by the Rector or the Student Protection Contact)

<table>
<thead>
<tr>
<th>Rector / Student Protection Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Please Indicate the Statement/S Applicable

- [ ] The allegations do not concern sexual abuse or suspected sexual abuse or likely sexual abuse of a student by any person.
- [ ] The allegations do not concern harm or suspected harm of a student by any person including student self harm.

### Any Other Relevant Information

- Any other relevant information

### Action (where applicable)

- [ ] Consultation with Delegate of Iona College Board (where the allegations concern the Rector)
- [ ] Staff member to be notified of
  - Allegation
  - Date of incident
  - Reported by
  - Student concerned
  - Action to be taken
- [ ] Pastoral care offered
- [ ] Internal investigation required
- [ ] Performance management / disciplinary process to be initiated parent/caregiver advised in writing of allegation and action
- [ ] Original of this form placed on school file

### Rector / Student Protection Contact Signature

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>am / pm</th>
</tr>
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<tbody>
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</table>

### If the Allegations are about the Rector

#### Signature of Delegate of the Iona College Board

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>am / pm</th>
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<tbody>
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</table>
## FORM 4 ANNUAL COMPLIANCE CHECKLIST

*To be provided annually by the Rector to the Iona College Board*

<table>
<thead>
<tr>
<th>DATE</th>
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<table>
<thead>
<tr>
<th>RECTOR</th>
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<tbody>
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</tbody>
</table>

1. The Student Protection Policy has been affirmed by the Iona College Board, most recently on

2. I confirm I have been advised of and trained of my obligations under the *Education (General Provisions) Act 2006*, the *Education (Accreditation of Non-State Schools) Act 2001* (and other relevant legislation as applicable) and understand the functions I am required to perform under the Iona College’s Student Protection Policy.

3. The Student Protection Policy is accessible on the school website and intranet.

4. Iona College has at least two designated Student Protection Contacts who understand their roles and responsibilities as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

5. During the 201* school year staff have undergone training with respect to student protection, inappropriate behaviour, harm and sexual abuse.

   **SPECIFICS OF TRAINING**

<table>
<thead>
<tr>
<th>DATE OF TRAINING</th>
<th>DURATION</th>
<th>PROVIDER</th>
</tr>
</thead>
</table>

6. All staff are aware of the name and contact details for the Student Protection Contacts.

7. All students are aware of the name and contact details for the Student Protection Contacts.

8. During the 201* school year I have not received as the first person or otherwise any reports alleging the sexual abuse of a student or the suspected sexual abuse of a student or the likely sexual abuse of a student which I have not reported to a police officer.

9. I have made reports of sexual abuse or suspected sexual abuse or likely sexual abuse to a police officer during the 201* school year pursuant to the *Education (General Provisions) Act 2006*. 
10. I have made reports of harm or suspected harm to a police officer and/or the Department of Communities, Child Safety and Disability Services during the 201* school year pursuant to the *Education (Accreditation of Non State Schools) Regulation 2001*.

11. The Student Protection Contacts have made reports of harm or suspected harm to a police officer and/or the Department of Communities, Child Safety and Disability Services during the 201* school year pursuant to the *Education (Accreditation of Non State Schools) Regulation 2001*.

**RECTOR CERTIFICATION**

Signature

Date
FORM 5 BI-ANNUAL COMPLIANCE CERTIFICATE

To be provided bi-annually by the Delegate of the Iona College Board to the Iona College Board

TO THE DIRECTORS OF IONA COLLEGE LIMITED

DATE

DELEGATE

1. I have read Iona College's Student Protection Policy and understand the reporting functions pursuant to the Education (General Provisions) Act 2006 which have been delegated to me by unanimous resolution of the directors of Iona College Limited.

2. During semester * of the 201* school year I have not received any written or verbal reports from the Rector or any other person alleging the sexual abuse of a student at Iona College or the suspected sexual abuse of a student at Iona College or the likely sexual abuse of a student at Iona College which I have not reported to a police officer.

3. I have made ......report/s of sexual abuse or suspected sexual abuse or likely sexual abuse of a student at Iona College to a police officer during semester * of the 201* school year pursuant to section 366(4) the Education (General Provisions) Act 2006.

4. I have received ..........report/s of sexual abuse or suspected sexual abuse or likely sexual abuse of a student at Iona College from the Rector pursuant to section 366(2B) of the Education (General Provisions) Act 2006.

5. I have received .............. report/s alleging harm or suspected harm to a student of Iona College by the Rector from the Student Protection Contact. The report was provided to the Relevant State Authority by the Student Protection Contact in accordance with Iona College's Student Protection Policy on ..........(delete if not applicable).

6. I attended / completed professional development on student protection and mandatory reporting responsibilities in Queensland on .........................

DELEGATE CERTIFICATION

Signature

Date