



Child Protection Policy

Policy number	QLD0022	Version	2.0
Drafted by	MSA	Approved by board on	October 2025
Responsible person	Principal	Scheduled review date	June 2027

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1 Organisational Statement

- 1.1 Child safety at Mastery Schools Australia is of paramount importance to us. We are committed to creating and maintaining a safe and nurturing environment where children can learn, grow, and thrive without fear of harm or neglect.
- 1.2 MSA recognises its responsibility to protect children from all forms of harm, including physical, emotional, psychological abuse, neglect, exploitation, inappropriate conduct and other behaviours that may compromise a student's safety or wellbeing.
- 1.3 MSA is committed to implementing and complying with the Child Safe Organisations Act 2024 (Qld), including the 10 Child Safe Standards and the Universal Principle for cultural safety for Aboriginal and Torres Strait Islander children.
- 1.4 MSA promotes a child safe culture by embedding child safety and wellbeing into leadership, governance, recruitment, training, supervision, reporting, complaints handling, risk management, physical and online environments, student participation and continuous improvement processes.

2 Scope

- 2.1 This policy applies to all staff, contractors, and volunteers, in relation to the Queensland operations, and it is the responsibility of all at a Queensland school to understand and comply with this policy.
- 2.2 This policy also informs students, parents/guardians, visitors and the broader school community about MSA's approach to child safety, child protection, appropriate conduct, reporting obligations and child safe complaints processes.

3 Purpose

- 3.1 The purpose of this policy is to outline MSA's commitment to child safety and wellbeing and to provide clear guidance about how MSA prevents, identifies and responds to harm, abuse, neglect, inappropriate behaviour and child safety concerns;
 - (a) the conduct expected of all staff, contractors and volunteers;
 - (b) reporting obligations under Queensland child protection, education, criminal and child safe organisation laws;
 - (c) MSA's implementation of the Child Safe Standards and Universal Principle;

- (d) MSA's approach to reportable conduct, including allegations or convictions involving workers; and
- (e) how students, families and the school community can raise child safety concerns or complaints.

4 Related Documents

- (a) Staff Code of Conduct
- (b) Student Code of Conduct
- (c) Staff Recruitment Policy and Procedure
- (d) Complaints Handling Policy & Procedure
- (e) Staff Induction, Supervision and Ongoing Suitability Policy and Procedure
- (f) Child Risk Management Strategy
- (g) Student Supervision Policy
- (h) Record Retention Policy
- (i) Work Health and Safety Policy
- (j) Child Protection Reporting Form
- (k) Student Behaviour Management Policy
- (l) Child Protection Decision Tree for Teacher
- (m) Child Protection Decision Tree for Non-Teaching Staff

5 References

- (a) Child Protection Act 1999 (Qld)
- (b) Child Protection Regulation 2023 (Qld)
- (c) Child Safe Organisations Act 2024 (Qld)
- (d) Education (General Provisions) Act 2006 (Qld)
- (e) Education (General Provisions) Regulation 2017 (Qld)
- (f) Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- (g) Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
- (h) Working with Children (Risk Management and Screening) Act 2000 (Qld)
- (i) Working with Children (Risk Management and Screening) Regulations 2020 (Qld)
- (j) Criminal Code Act 1899
- (k) Queensland Family and Child Commission Child Safe Standards guidance
- (l) Queensland Family and Child Commission Reportable Conduct Scheme guidance

6 Definitions

Child	A person under the age of 18 years.
Child Safe Standards	The 10 standards established under the Child Safe Organisations Act 2024 (Qld), which require child safe entities to embed child safety and wellbeing into organisational leadership, governance, culture, policies, procedures, complaints processes, recruitment, training, physical and online environments, and continuous improvement practices. The Act lists the 10 Child Safe Standards in section 9.
Universal Principle	The requirement for child safe entities to provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons.
A worker	For the purposes of the Child Safe Organisations Act 2024 (Qld), “a worker” includes an individual who performs work of any kind, including employees, volunteers, contractors, subcontractors, consultants, labour hire workers, trainees, work experience participants and members of management.
Section 9 of the Child Protection Act 1999 – “harm”	<p>“Harm”, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological, or emotional wellbeing.</p> <ol style="list-style-type: none"> 1. It is immaterial how the harm is caused. 2. Harm can be caused by— <ol style="list-style-type: none"> a. physical, psychological, or emotional abuse or neglect; or b. sexual abuse or exploitation. 3. Harm can be caused by— <ol style="list-style-type: none"> a. a single act, omission or circumstance; or b. a series or combination of acts, omissions or circumstances.
Section 10 of the Child Protection Act 1999 – “child in need of protection”	<p>A “child in need of protection” is a child who</p> <ol style="list-style-type: none"> a. has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and b. does not have a parent able and willing to protect the child from the harm.
Section 364 of the Education (General Provisions) Act 2006 – “sexual abuse”	<p>“Sexual abuse”, in relation to relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances</p> <ol style="list-style-type: none"> a. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person; b. the relevant person has less power than the other person; and c. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

QFCC	The Queensland Family and Child Commission, which is the independent oversight body responsible for monitoring and overseeing the Child Safe Organisations system in Queensland.
Reportable conduct	Is conduct by a worker that involves a child sexual offence, sexual misconduct committed in relation to or in the presence of a child, ill-treatment of a child, significant neglect of a child, physical violence committed in relation to or in the presence of a child, or behaviour that causes significant emotional or psychological harm to a child.
Reportable allegation	An allegation or other information that leads a person to form a reasonable belief that a worker has committed reportable conduct or misconduct that may involve reportable conduct. It is irrelevant whether the conduct is alleged to have occurred during the worker's work for the entity.
Reportable conviction	A conviction for an offence that may involve reportable conduct, including a finding of guilt, acceptance of a guilty plea, or a spent conviction.
The Head of the Reporting Entity	Managing Director

7 Child Safe Organisations Act 2024 (Qld)

- 7.1 MSA's Queensland schools are non-State schools under the Education (Accreditation of Non-State Schools) Act 2017 (Qld) and are child safe entities under the Child Safe Organisations Act 2024 (Qld).
- 7.2 MSA is required to implement and comply with the 10 Child Safe Standards and the Universal Principle. The Child Safe Standards require MSA to embed child safety and wellbeing into organisational leadership, governance, culture, student voice, family engagement, equity and inclusion, recruitment, training, complaints handling, physical and online environments, continuous improvement and policy documentation.
- 7.3 MSA acknowledges that the QFCC is responsible for overseeing the Child Safe Organisations system in Queensland, including monitoring implementation of and compliance with the Child Safe Standards, the Universal Principle and the Reportable Conduct Scheme.
- 7.4 MSA will take a proactive, preventative and continuous improvement approach to child safety. This includes reviewing policies and procedures, training staff, listening to students, involving families, managing risks, responding promptly to concerns and maintaining appropriate records.

8 Child Safe Standards and Universal Principle

Child Safe Standard	How MSA implements this standard
Child safety and wellbeing is embedded in leadership, governance and culture	Child safety is included in governance, policy review, leadership oversight, staff training, child risk management and annual compliance auditing.
Children are informed about their rights, participate in decisions affecting them and are taken seriously	Students are informed of child safety reporting pathways, encouraged to raise concerns, supported to speak with trusted staff and taken seriously when making disclosures or complaints.
Families and communities are informed and involved	Families are informed through enrolment processes, the school website, newsletters, policy access, complaints processes and communication with campus staff.
Equity is upheld and diverse needs are respected	MSA considers student disability, communication needs, cultural background, trauma history, vulnerability and individual learning/wellbeing needs when preventing and responding to child safety concerns.
People working with children are suitable and supported	MSA uses recruitment, screening, Blue Card requirements, induction, supervision, training and ongoing suitability processes to support child safety.
Complaints and concerns are child-focused	Students, families and staff can raise child safety concerns through accessible reporting pathways, including the Principal, nominated child safety officers and complaints processes.
Staff and volunteers are equipped through training	Staff complete mandatory Principal led training during induction, a quiz to test knowledge, and annual refresher training, all including mandatory reporting, child protection, child safe conduct, professional boundaries and reporting pathways.
Physical and online environments promote safety and minimise opportunity for harm	MSA uses supervision, WHS processes, risk assessments, online safety expectations, ICT controls and behaviour management processes to reduce risks to students.
Implementation is regularly reviewed and improved	MSA audits compliance, reviews child safety incidents and complaints, updates policies and procedures, and implements improvements where gaps are identified.

Policies and procedures document how MSA is safe for children	MSA maintains child safety, child protection, complaints, conduct, recruitment, training, risk management and reporting documents that outline how child safety is implemented.
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9 Universal Principle and cultural safety

- 9.1 MSA is committed to promoting and upholding the right to cultural safety for Aboriginal and Torres Strait Islander children.
- 9.2 In implementing this policy, MSA will take proactive steps to ensure Aboriginal and Torres Strait Islander students feel safe, welcome, valued, included and respected. Cultural safety will be considered when responding to child safety concerns, disclosures, complaints, investigations, family engagement, student support, behaviour management, risk assessment and policy review.
- 9.3 MSA will ensure that child safety responses are respectful of a student's cultural identity, family and community connections, and individual needs.

10 Health and Safety

- 10.1 The school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

11 Responding to Reports of Harm

- 11.1 When the school receives any information alleging 'harm'¹ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the school's Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

12 Conduct of Staff and Students

- 12.1 All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors, and volunteers must not cause harm to students³.

13 Reporting Child Safety Concerns, Inappropriate Behaviour and Reportable Conduct

- 13.1 Students are encouraged to report any behaviour, conduct or situation that makes them feel unsafe, uncomfortable, worried or harmed. A student may report a concern to the Principal, a trusted staff member, a teacher, the Senior Campus Administration Officer, a nominated Child Safety Officer/Responsible Person (displayed around each campus).

- 13.2 Staff, contractors and volunteers must report any child safety concern as soon as practicable. This includes concerns, disclosures, allegations or suspicions relating to harm, abuse, neglect, inappropriate behaviour, breaches of professional boundaries, sexual abuse, likely sexual abuse, physical or sexual abuse, reportable conduct or conduct that may involve reportable conduct.
- 13.3 If the concern relates to the Principal, the concern must be reported to a member of the governing body. If the concern relates to a member of the governing body, the matter may be reported directly to the QFCC in accordance with the Child Safe Organisations Act 2024 (Qld).
- 13.4 Staff must follow the Child Protection Decision Tree for Teachers or Child Protection Decision Tree for Non-Teaching Staff to ensure appropriate action is taken. Where a matter may also involve reportable conduct, the internal reportable conduct process must also be followed.

14 Dealing with reports of Inappropriate Behaviour

- 14.1 A staff member who receives a report of inappropriate behaviour must report it to the principal. Where the principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's governing body⁵.
- 14.2 Reports will be dealt with under the school's Complaints Handling Policy.

15 Reportable Conduct Scheme

- 15.1 From 1 July 2026, MSA will comply with the Reportable Conduct Scheme requirements under the Child Safe Organisations Act 2024 (Qld).
- 15.2 The Reportable Conduct Scheme operates in addition to MSA's existing child protection, mandatory reporting, criminal reporting and working with children screening obligations. Where a matter requires notification to Queensland Police Service, Child Safety, Blue Card Services, the QFCC or another relevant authority, MSA will ensure the appropriate reports are made in accordance with applicable legislation and this policy.
- 15.3 Reportable conduct includes:
- (a) a child sexual offence;
 - (b) sexual misconduct committed in relation to or in the presence of a child;
 - (c) ill-treatment of a child;
 - (d) significant neglect of a child;
 - (e) physical violence committed in relation to or in the presence of a child;
or
 - (f) behaviour that causes significant emotional or psychological harm to a child.

- 15.4 A reportable allegation may relate to conduct that occurred during work, outside work, outside school hours, away from school premises, or before the worker commenced with MSA, where the concern relates to the worker's suitability to work with children or may involve reportable conduct.
- 15.5 Staff, contractors and volunteers are not required to determine whether a concern definitively meets the threshold for reportable conduct before reporting it internally. If a staff member, contractor or volunteer becomes aware of conduct that may involve reportable conduct, or is unsure whether the conduct may be reportable, they must report the concern as soon as practicable to the Head of the Reporting Entity or approved delegate.
- 15.6 MSA will maintain systems for:
- (a) preventing reportable conduct by workers;
 - (b) enabling staff and others to report reportable allegations and reportable convictions;
 - (c) enabling direct reporting to the QFCC where the allegation or conviction relates to the Head of the Reporting Entity;
 - (d) investigating and responding to reportable allegations and reportable convictions;
 - (e) taking immediate risk management action to protect children;
 - (f) maintaining appropriate records; and
 - (g) notifying the QFCC within required timeframes.
- 15.7 Where the concern relates to the Head of the Reporting Entity, or where it would not be appropriate to report the matter to the usual internal reporting person, the concern must be escalated to the governing body or reported directly to the QFCC, as appropriate.
- 15.8 The Head of the Reporting Entity may delegate functions under the Reportable Conduct Scheme to one or more authorised Reportable Conduct Officers who have, or will be provided with, appropriate training and support to perform the role. MSA will maintain an internal delegation record identifying the current Reportable Conduct Officer/s, their role, training and responsibilities. Delegation of functions does not remove the overall responsibility of the Head of the Reporting Entity to ensure that MSA complies with its obligations under the Child Safe Organisations Act 2024 (Qld).

16 Reportable Conduct Scheme Procedure

16.1 MSA's response to reportable conduct concerns will generally include the following stages:

16.2 Stage 1: Document, assess and notify

- (a) MSA will document the concern, assess whether the matter may be a reportable allegation or reportable conviction, consider immediate risks to children and others, make any required reports to Queensland Police Service, Child Safety, Blue Card Services, the QFCC or other relevant authorities, and implement immediate risk management actions.
- (b) The Head of the Reporting Entity, or approved delegate, must provide an initial written notification to the QFCC within 3 business days of becoming aware of a reportable allegation or reportable conviction, unless the QFCC agrees to a longer period.

16.3 Stage 2: Plan, investigate and update

- (a) MSA will appoint an appropriate investigator, develop an investigation plan, consider cultural safety, accessibility and support needs, maintain procedural fairness, manage confidentiality, preserve evidence, provide required updates to the QFCC and continue risk assessment throughout the process.
- (b) The Head of the Reporting Entity or approved delegate will manage the matter in accordance with the Act and QFCC guidance. An investigator will be appointed on a case-by-case basis, having regard to the person's skills, experience, training and independence, as well as any actual or perceived conflict of interest, cultural safety considerations, disability-related adjustments, procedural fairness requirements and the nature, complexity or sensitivity of the matter. Where an internal investigation is not appropriate, MSA may appoint an external investigator.
- (c) The Head of the Reporting Entity, or approved delegate, must provide an interim report, or a final report if the investigation has been completed, within 30 business days, unless the QFCC agrees to a longer period.

16.4 Stage 3: Finalise, report and implement

- (a) MSA will finalise the investigation, make findings based on the available evidence, complete a final risk assessment, provide required reports to the QFCC as required, implement any disciplinary, risk management or systems improvement actions, and maintain appropriate records.
- (b) A final report must be provided to the QFCC as soon as practicable after the investigation is completed.

17 Reporting Sexual Abuse⁶

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

- (a) a student under 18 years attending the school;

- (b) a kindergarten aged child registered in a kindergarten learning program at the school;
 - (c) a person with a disability who:
 - (i) under section 420(2) of the Education (General Provisions) Act 2006 is being provided with special education at the school; and
 - (ii) is not enrolled in the preparatory year at the school.
- 17.2 then the staff member must give a written report about the abuse or suspected abuse to the principal or to a director of the school's governing body immediately.
- 17.3 The school's principal or the director must immediately give a copy of the report to a police officer.
- 17.4 If the first person who becomes aware or reasonably suspects sexual abuse is the school's principal, the principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a director of the school's governing body immediately.
- 17.5 A report under this section must include the following particulars:
- (a) the name of the person giving the report (the first person);
 - (b) the student's name and sex;
 - (c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
 - (d) details of the abuse or suspected abuse;
 - (e) any of the following information of which the first person is aware:
 - (i) the student's age;
 - (ii) the identity of the person who has abused, or is suspected to have abused, the student;
 - (iii) the identity of anyone else who may have information about the abuse or suspected abuse⁷.

18 Reporting Likely Sexual Abuse⁸

- 18.1 Section 366A of the Education (General Provisions) Act 2006 states that if a staff member reasonably suspects in the course of their employment at the school, that any of the following is likely to be sexually abused by another person:
- (a) a student under 18 years attending the school;
 - (b) a kindergarten aged child registered in a kindergarten learning program at the school;
 - (c) a person with a disability who:

- (i) under section 420(2) of the Education (General Provisions) Act 2006 is being provided with special education at the school; and
- (ii) is not enrolled in the preparatory year at the school.

then the staff member must give a written report about the suspicion to the principal or to a director of the school's governing body immediately.

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

18.3 If the first person who reasonably suspects likely sexual abuse is the school's principal, the principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a director of the school's governing body immediately.

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

- (a) the name of the person giving the report (the first person);
- (b) the student's name and sex;
- (c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- (d) any of the following information of which the first person is aware:
 - (i) the student's age;
 - (ii) the identity of the person who is suspected to be likely to sexually abuse the student;
 - (iii) the identity of anyone else who may have information about suspected likelihood of abuse⁹.

19 Reporting Physical and Sexual Abuse¹⁰

19.1 Under Section 13E (3) of the *Child Protection Act* 1999, if a doctor, a registered nurse, a teacher or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

19.2 A reportable suspicion about a child is a reasonable suspicion that the child: -

- (a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- (b) may not have a parent able and willing to protect the child from the harm.

19.3 Under section 13E of the *Child Protection Act* 1999, the doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Families, Seniors, Disability Services and Child Safety (or another department administering the *Child Protection Act* 1999). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the principal.

- 19.4 A report under this section must include the following particulars: -
- (a) state the basis on which the person has formed the reportable suspicion¹¹
 - (b) the child's name, age and sex (as defined in [Schedule 3](#) of the Child Protection Regulation 2023);
 - (c) details of how to contact the child;
 - (d) details of the harm to which the reportable suspicion relates;
 - (e) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates; and
 - (f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹².

20 Child Safety Reporting Contacts Per Campus

BEENLEIGH	
Regional Intake Services - Email Child Safety Reports	1300 679 849 seintake@cs.cyjima.qld.gov.au
Beenleigh Child Safety Service Centre	Phone: (07) 3094 6000 Address: Level 1, 9 George Street, Beenleigh QLD 4207
Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	Child safety service centres - Department of Child Safety, Seniors and Disability Services
Child Protection and Investigation Unit (CPIU) – Logan District	Phone: (07) 3807 7800 Email: Logan.CPIU@police.qld.gov.au Address: 14–16 Nassau Street, Brisbane QLD 4000
Police	Beenleigh Police Station: Phone: (07) 3807 7777 Address: 18–24 Kent Street, Beenleigh QLD 4207 Hours: Monday to Friday, 8:00– 4:00 Police Link: 131 444 Emergency: 000

CAIRNS	
Cairns Child Safety Service Centre	07 4255 7200 107 Lake Street, Cairns QLD 4870
Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	<u>Child safety service centres - Department of Child Safety, Seniors and Disability Services</u> https://www.dcssds.qld.gov.au/
Child Protection and Investigation Unit (CPIU) - Far North / Cairns District	Phone: (07) 4030 7089 Address: 5 Sheridan Street, Cairns City QLD 4870
Police	Cairns Police Station: Phone: (07) 4030 7000 Address: 5 Sheridan Street, Cairns City QLD 4870 Hours: Open 24 hours Police Link: 131 444 Emergency: 000

COOLANGATTA	
Regional Intake Services - Email Child Safety Reports	1300 679 849 seintake@cs.cyjma.qld.gov.au
Mermaid Beach Child Safety Service Centre	(07) 5675 4100 Shop 9, Pacific Square 2532-2540 Gold Coast Highway Mermaid Beach Qld 4218
Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	<u>Child safety service centres - Department of Child Safety, Seniors and Disability Services</u> https://www.dcssds.qld.gov.au/
Child Protection and Investigation Unit (CPIU) – Gold Coast District	Phone: (07) 5570 7861 Email: GoldCoast.CPIU@police.qld.gov.au Address: 68 Ferny Avenue, Surfers Paradise QLD 4217
Police	Coolangatta Police Station: Phone: (07) 5589 8444 Address: 136 Musgrave Street,

	<p>Coolangatta QLD 4225 Hours: Monday to Friday, 8:00– 4:00</p> <p>Police Link: 131 444</p> <p>Emergency: 000</p>
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MITCHELTON	
Brisbane and Moreton Bay Regional Intake Service	(07) 3097 0900 or 1300 682 254 seintake@cs.cyjma.qld.gov.au
Chermside Child Safety Service Centre	Ground level, Commonwealth Centre18 Banfield Street Chermside Centre Qld 4032 Phone - (07) 3097 0500
Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	Child safety service centres - Department of Child Safety, Seniors and Disability Services https://www.dcssds.qld.gov.au/
Child Protection and Investigation Unit (CPIU) - Brisbane Region District	Phone: (07) 3258 2533 Address: Floor 2, 46 Charlotte Street, Brisbane City QLD 4000
Police	Enoggera Police Station: Phone: (07) 3872 1555 Address: Cnr Samford Rd & Tramway St, Enoggera QLD 4051 Hours: Monday to Friday, 8:00 – 4:00 Police Link: 131 444 Emergency: 000

SOUTHPORT	
Regional Intake Services - Email Child Safety Reports	1300 679 849 seintake@cs.cyjma.qld.gov.au
Labrador Child Safety Service Centre	(07) 5675 4300 Level 1, 118 Brisbane Road Labrador Qld 4215

Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	<u>Child safety service centres - Department of Child Safety, Seniors and Disability Services</u> <u>https://www.dcssds.qld.gov.au/</u>
Child Protection and Investigation Unit (CPIU) – Gold Coast District	Phone: (07) 5570 7861 Email: <u>GoldCoast.CPIU@police.qld.gov.au</u> Address: 68 Ferny Avenue, Surfers Paradise QLD 4217
Police	Southport Police Station: Phone: (07) 5571 4222 Address: 96 Scarborough Street, Southport QLD 4215 Hours: 24 hours Police Link: 131 444 Emergency: 000

SPRINGFIELD	
Regional Intake Services - Email Child Safety Reports	1300 679 849 (South East) 1300 683 390 (South West) <u>seintake@cs.cyjma.qld.gov.au</u>
Springfield Child Safety Service Centre	(07) 3432 1800 Level 5 Springfield Towers 145 Sinnathamby Boulevard Springfield Qld 4300
Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	<u>Child safety service centres - Department of Child Safety, Seniors and Disability Services</u> <u>https://www.dcssds.qld.gov.au/</u>
Child Protection and Investigation Unit (CPIU) - Ipswich / Brisbane West District	Phone: (07) 3432 1800 Address: Level 5, Springfield Towers, 145 Sinnathamby Boulevard, Springfield QLD 4300
Police	Springfield Police Station: Phone: (07) 3814 8999 Address: 112 Augusta Parkway, Augustine Heights QLD 4300 Hours: Monday to Friday, 8:00 – 4:00 Police Link: 131 444

	Emergency: 000
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VARSITY LAKES	
Regional Intake Services - Email Child Safety Reports	1300 679 849 seintake@cs.cyjma.qld.gov.au
Mermaid Beach Child Safety Service Centre	(07) 5675 4100 Shop 9, Pacific Square 2532-2540 Gold Coast Highway Mermaid Beach Qld 4218
Outside of Working Hours - Child Safety After Hours Service Centre (QLD only)	1800 177 135
Webpage	<u>Child safety service centres - Department of Child Safety, Seniors and Disability Services</u> https://www.dcssds.qld.gov.au/
Child Protection and Investigation Unit (CPIU) – Gold Coast District	Phone: (07) 5570 7861 Email: GoldCoast.CPIU@police.qld.gov.au Address: 68 Ferny Avenue, Surfers Paradise QLD 4217
Police	Robina Police Station: Phone: (07) 5656 9111 Address: 291 Scottsdale Drive, Robina QLD 4226 Hours: Monday to Friday, 8:00 – 4:00 Police Link: 131 444 Emergency: 000

21 Responsibilities under Criminal Code Act 1899 (Qld)

21.1 The Criminal Code Act 1899 includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

21.2 Failure to Report¹³:

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school.

A reasonable excuse not to make a report under the Criminal Code Act 1899 includes that a report has already been made under the Education (General Provisions) Act 2006 (reporting sexual abuse or likely sexual abuse) and the Child Protection Act 1999 (reporting significant harm or risk of significant harm) as per this policy.

21.3 Failure to Protect¹⁴:

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

22 Awareness

- 22.1 The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website¹⁵ and through school newsletters, staff induction, student assembly, in enrolment interviews, and available from the school office.
- 22.2 Awareness activities will include information about the Child Safe Standards, the Universal Principle, child safety reporting pathways, child-focused complaints processes, appropriate conduct, professional boundaries and the role of the QFCC.
- 22.3 MSA will ensure students are provided with age-appropriate information about how to raise concerns and who they can speak to if they feel unsafe, uncomfortable or worried.

23 Accessibility of Process

- 23.1 Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request from the school administration¹⁶.

24 Training

- 24.1 The school will train its staff in processes relating to child safety, child protection, the health, safety and conduct of staff and students, mandatory reporting obligations, appropriate staff/student boundaries, the Child Safe Standards, the Universal Principle and reportable conduct obligations. Training will be provided during induction and refreshed annually.¹⁷.
- 24.2 The following training will be conducted annually:
 - (a) ISQ Mandatory Training Modules (PD Week)
 - (b) MSA Child Safety Presentation (PD Week, Student Free Day, new staff session twice a term)

- (c) Child Safety Quiz (May)
- 24.3 The training content may be updated from time to time to reflect legislative, regulatory or procedural changes, including changes under the Child Safe Organisations Act 2024 (Qld).
- 24.4 Certificates and details of training will be recorded through attendance registers and stored on the school management system.

25 Implementing the Process

- 25.1 MSA will ensure it is implementing this policy by auditing compliance with child protection and child safe organisation processes annually. ¹⁸.
- 25.2 The annual audit may include review of:
 - (a) staff training completion;
 - (b) Blue Card and screening compliance;
 - (c) child protection reports and records;
 - (d) reportable conduct records, if applicable;
 - (e) complaints and concerns relating to child safety;
 - (f) student and family access to reporting pathways;
 - (g) visibility of Child Safety Officers/Responsible People across campuses;
 - (h) policy and procedure accessibility;
 - (i) implementation of the Child Safe Standards and Universal Principle; or
 - (j) any corrective actions or continuous improvement measures.
- 25.3 Child protection concerns, reports, incidents and any related supporting documentation will be recorded on the student's profile (compass or edge), or in the campuses incident register, as appropriate to the nature of the matter. MSA will periodically report child protection matters to the governing body on a high-level and de-identified basis, where appropriate, to support governance oversight, compliance monitoring and continuous improvement. This does not limit any immediate reporting obligations to Queensland Police Service, Child Safety, the QFCC, Blue Card Services, the governing body or any other relevant authority.

26 Complaints Procedure

- 26.1 Suggestions of non-compliance with the school's processes may be submitted as complaints under Mastery Schools Australia Complaints Handling Policy¹⁹.
- 26.2 Complaints or concerns relating to child safety, inappropriate behaviour, staff conduct, reportable conduct or non-compliance with this policy will be managed in accordance with this policy and the Complaints Handling Policy and Procedure.

- 26.3 Where a complaint raises a child protection concern, mandatory reporting obligation, criminal concern or reportable conduct concern, the matter must be escalated and reported in accordance with the relevant legal reporting pathway. A complaint must not be treated as an ordinary grievance where it raises a child safety concern. Note: Reporting under this policy fulfils the obligations for reporting a child sexual offence that is being or has been committed against a child by an adult under the *Criminal Code Act 1899* s.229BC¹³.

27 Breach of Policy

- 27.1 A breach of this Policy may include failing to report or escalate a child safety concern, failing to follow the Child Protection Decision Tree or reporting process, failing to take reasonable steps to protect a student from harm, engaging in inappropriate behaviour or conduct that may harm a student, interfering with a child safety process, or failing to maintain appropriate confidentiality and records.
- 27.2 Breaches of this Policy will be treated seriously and responded to promptly, having regard to the nature of the breach, the level of risk to students and any legislative or regulatory reporting obligations.
- 27.3 Action taken in response to a breach may include corrective action, additional training, increased supervision, disciplinary action, restriction of duties or access, suspension or termination of employment or engagement, and/or notification to Queensland Police Service, Child Safety, Blue Card Services, the QFCC, the Queensland College of Teachers or another relevant authority where required.

28 Review

This policy is reviewed periodically as detailed in the Policy Review Schedule. Next review date is July 2027.

29 Communication

MSA will communicate this policy to staff, contractors and volunteers during induction and through annual training and internal SharePoint site. MSA will make this policy available to families and the school community via the school website.

MSA will also provide child-friendly information to students about who they can speak to, how they can raise concerns, and what will happen if they report a child safety concern.

30 Foot Notes

¹Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7): the definition of 'harm' for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld)

²Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

³Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

⁴Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)

⁵Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

⁶Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

⁷Education (General Provisions) Regulation 2017 (Qld) s.68

⁸Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)

⁹Education (General Provisions) Regulation 2017 (Qld) s.69

¹⁰Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)

¹¹Child Protection Act 1999 s.13G (2)(a)



¹²See Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"

¹³Criminal Code Act 1899 (Qld) s.229BC

¹⁴Criminal Code Act 1899 (Qld) s.229BB

¹⁵Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)

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

¹⁷Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

¹⁸Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

¹⁹Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)