

**ACCEPTABLE USE OF ICT SERVICES**

**POLICY**

**YOS Independent School**

YOS Lawnton and Goodna Campuses

(A Queensland Non-State Independent School)

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| **CHILD PROTECTION POLICY** | | **CODE**:  **CPP2019** |
| **Scope of Application:** | Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at YOS Independent School and covers information about the reporting of harm and abuse | |
| **Filing Instructions:** | F:drive   * [F\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures](https://salvosau-my.sharepoint.com/personal/helen_boardman_salvationarmy_org_au/Documents/Finalised%20Policies%20and%20Procedures) | |
| **Related policies:** | * *[Child Protection Act](https://www.legislation.qld.gov.au/view/pdf/inforce/2018-10-29/act-1999-010)* [1999 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/2018-10-29/act-1999-010) * *[Education (General Provisions) Act](https://www.legislation.qld.gov.au/view/pdf/inforce/2018-01-01/act-2006-039)* [2006 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/2018-01-01/act-2006-039) * *[Education (General Provisions) Regulation](https://www.legislation.qld.gov.au/view/pdf/inforce/2017-09-01/sl-2017-0161)* [2017 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/2017-09-01/sl-2017-0161) * *[Education (Accreditation of Non-State Schools) Act](https://www.legislation.qld.gov.au/view/pdf/asmade/act-2017-024)* [2017 (Qld)](https://www.legislation.qld.gov.au/view/pdf/asmade/act-2017-024) * *[Education (Accreditation of Non-State Schools) Regulation](https://www.legislation.qld.gov.au/view/pdf/asmade/sl-2017-0197)* [2017 (Qld)](https://www.legislation.qld.gov.au/view/pdf/asmade/sl-2017-0197) * *[Working with Children (Risk Management and Screening) Act](https://www.legislation.qld.gov.au/view/pdf/inforce/2017-03-05/act-2000-060)* [2000 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/2017-03-05/act-2000-060) * *[Working with Children (Risk Management and Screening) Regulations](https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0148)* [2011 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0148) * [The Salvation Army Safety and Wellbeing of Children and Young People Policy](https://intranet.salvos.net/apps/bizmap/" \l "/?t=policy&doc=BAE79AC4-3E92-FC2F-7017-6990EFF849BF) * [The Salvation Army Safety and Wellbeing of Children and Young People Procedure Link Document](https://intranet.salvos.net/apps/bizmap/" \l "/?t=procedure&doc=489C9583-BF4C-2585-82AA-0CF569D4D978) * [The Salvation Army Safety and Wellbeing of Children and Young People Framework](https://intranet.salvos.net/apps/bizmap/" \l "/?t=supportDoc&doc=64FEB661-4786-F73C-537B-4FC99C02A366) * [The Salvation Army Eastern Territory Work Health and Safety Policies](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) * [YOS Independent School Dispute Resolution Policy](6.1%20-%2020181218%20-%20Dispute%20Resolution%20Policy%20and%20Procedure.docx) * [YOS Independent School Child Risk Management Strategy](10.1%20-%2020181218%20-%20Child%20Protection%20Risk%20Management%20Strategy.docx) * [YOS Independent School Work Health and Safety Policy](23.1%20-%2020181218%20-%20WHS%20Policy.docx) | |
| **Forms** | [*Qld Government Child Protection On Line Guide (CPG)*](https://secure.communities.qld.gov.au/cpguide/engine.aspx)  [*TSA Allegation Suspicion of Abuse Report Form*](https://www.salvationarmy.org.au/safesalvos/resources/forms-and-downloads/) | |

**Change record / revision history:**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Prepared/ reviewed by** | **Date reviewed** | **Approved by** | **Authorised by** | **Review date** |
| **9.1** | Helen Boardman | Dec 2019 | Darren McGhee | Rish Lefterys | Dec 2020 |
| **9.2** | Helen Boardman | Amendments:  5/5/2020 | Darren McGhee | Rish Lefterys | Dec 2020 |

**Purpose**

Every student is entitled to be safe, protected and not experience harm of any kind.

The purpose of this policy is to provide written processes about;

1. how the school will respond to harm, or allegations of harm, to students under 18 years old; and
2. the appropriate conduct of the school’s staff and students,

to comply with accreditation requirements.

YOS Independent school is committed to supporting young people and families through this process and ensuring support is offered. Assistance will be offered if required for people with a disability, impairment, if they come from a culturally and linguistically diverse background or have a learning difficulty. Assistance can be given in these areas to ensure they have the same access to the support that is required.

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 and must not cause harm to students[[1]](#footnote-1).

**Please note:** When suspicions involve a member of staff, refer to The Salvation Army’s [Safety and Wellbeing of Children and Young People Policy](https://intranet.salvos.net/apps/bizmap/#/?t=policy&doc=BAE79AC4-3E92-FC2F-7017-6990EFF849BF)

**Definitions -**

**Section 9 of the Child Protection Act 1999 - “Harm**, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.
2. Harm can be caused by—
3. physical, psychological or emotional abuse or neglect; or
4. sexual abuse or exploitation.
5. Harm can be caused by—
6. a single act, omission or circumstance; or
7. a series or combination of acts, omissions or circumstances.

**Section 10 of the Child Protection Act 1999** **- A “child in need of protection”** is a student who—

1. has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
2. 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”,** in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –

1. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
2. the relevant person has less power than the other person;
3. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity

“Parent Test”**,**

1. a parent may be willing to protect a child, but not have capacity to do so and therefore they are not considered “able”. This includes situations such as where the parent’s inability is due to factors such as intellectual impairment or ill health.
2. a parent may have the capacity to protect a child (able) but may choose not to do so (not willing). This might include situations where parents choose an ongoing relationship with a person who is abusing their child and are thus “unwilling” to protect the child.
3. If there is considered to be at least one parent “able” and “willing” to protect the child, the child is considered to not be in “need of protection”.

“Significant Harm Test”: The matters that the person may consider include—

a) Whether there are detrimental effects on the child’s body or the child’s psychological or emotional state—

I. That are evident to the person; or

II. That the person considers are likely to become evident in the future

b) In relation to any detrimental effects to the child the reporter may consider:

I. Their nature and severity; and

II. The likelihood that they will continue, and

c) The child’s age.

## Health and Safety

YOS Independent school will work to ensure that students are safe from harm as reasonably possible. The school has written policies in place about the health and safety of its staff and students and 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). These are located in the YOS Independent school’s [Work Health and Safety Policy.](23.1%20-%2020181218%20-%20WHS%20Policy.docx)

## Responding to Reports of Harm

When the school receives any information alleging 'harm'**[[2]](#footnote-2)** to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly 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 policy**[[3]](#footnote-3)**.

**Conduct of Staff and Students**

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 students[[4]](#footnote-4).

## Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to the[[5]](#footnote-5) Student Child Protection Officers;

* Manager of Student Support Services – Cheryl Dunkley
* Head of School/Principal– Darren McGhee

Students may also speak to their youth worker or teacher.

**Dealing with Report of Inappropriate Behaviour**

A staff member who receives a report of inappropriate behaviour must report it to the Principal, Darren McGhee.

Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's governing body or delegated authority (See section “Delegation of Director Authority on page 6)[[6]](#footnote-6). Reports will be dealt with under the school’s [Dispute Resolution/Complaints Handling Policy](6.1%20-%2020181218%20-%20Dispute%20Resolution%20Policy%20and%20Procedure.docx).

**Reporting Sexual Abuse[[7]](#footnote-7)**

Under s.366 of the *Education (General Provisions) Act 2006*, 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:

1. a student under 18 years attending the school
2. a pre-preparatory aged child registered in a pre-preparatory learning program at the school
3. a person with a disability who: -
4. under section 420(2) of the *Education (General Provisions) Act* 2006is being provided with special education at the school
5. is not enrolled in the preparatory year at the school.

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.

The school’s Principal or the director of the school’s governing body must immediately give a copy of the report to a police officer.

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.

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

1. the name of the person giving the report (the ***first person***);
2. the student’s name and sex;
3. details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
4. details of the abuse or suspected abuse;
5. any of the following information of which the first person is aware: -
6. the student’s age;
7. the identity of the person who has abused, or is suspected to have abused, the student;
8. the identity of anyone else who may have information about the abuse or suspected abuse[[8]](#footnote-8).

## Reporting Likely Sexual Abuse [[9]](#footnote-9)

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: -

1. a student under 18 years attending the school
2. a pre-preparatory aged child registered in a pre-preparatory learning program at the school
3. a person with a disability who: -
4. under section 420(2) of the *Education (General Provisions) Act* 2006is being provided with special education at the school
5. 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.

The school’s Principal or the director of the school’s governing body must immediately give a copy of the report to a police officer.

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.

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

1. the name of the person giving the report (the ***first person***);
2. the student’s name and sex;
3. details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
4. any of the following information of which the first person is aware: -
5. the student’s age;
6. the identity of the person who is suspected to be likely to sexually abuse the student;
7. the identity of anyone else who may have information about suspected likelihood of abuse[[10]](#footnote-10).

## Reporting Physical and Sexual Abuse

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

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

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

The doctor, nurse, teacher or education and care professional must give a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act* 1999).

The doctor, nurse, teacher or education and care professional should give a copy of the report to the Principal.

A report under this section must include the following particulars:

1. state the basis on which the person has formed the reportable suspicion
2. include the information prescribed by regulation, to the extent of the person’s knowledge[[11]](#footnote-11).

**Delegation of Director Authority**

Under section *“366B Delegation of directors reporting function under s 366 and 366A,*” the directors reporting functions have been delegated to the State Manager Youth QLD, Rish Lefterys

**Sharing of Information[[12]](#footnote-12)**

The Principal of a school that is accredited under the Education (Accreditation of Non-State Schools) Act 2017 may give relevant information to any other service provider and a service provider may give information back.

If the chief executive or authorised officer asks the principal or particular information in the school’s possession or control, the entity must comply with the request.

This does not apply to relevant information if the principal reasonably considers that;

(a) giving the information could reasonably be expected to—

(i) prejudice the investigation of a contravention or possible contravention of a law in a particular case; or

(ii) prejudice an investigation under the Coroners Act 2003; or

(iii) enable the existence or identity of a confidential source of information, in relation to the enforcement or administration of a law, to be ascertained; or

(iv) endanger a person’s life or physical safety; or

(v) prejudice the effectiveness of a lawful method or procedure for preventing, detecting, investigating or dealing with a contravention or possible contravention of a law; and

(b) it would not be in the public interest to give the information.

A person does not commit an offence merely by failing to comply with subsection (1)

**External Services Accessing YOS School Regarding Disclosing Abuse**

All personnel from external sites who are offering support/services to the students on school premises as part of their education support plan are required to hold a current blue card and participate in an orientation process, which highlights the reporting requirements. Any concerns regarding a child’s safety are to be discussed with the principal and action taken in accordance with the legislation.

## Awareness and Accessibility of Processes[[13]](#footnote-13)

The school will inform staff, students and parents of its processes relating to health and safety, conduct of staff and students, and child protection, through:

* Verbal communications at enrolment, annually or as need arises for parents and students,
* Placing policies and procedures on the website
* On request
* Common drive staff can access
* Orientation of new staff and ensuring all staff have access to copies of this child protection policy and other related policies
* Posters around school stipulating that Salvation Army staff are mandatory reporters and the process to follow if there are concerns, including names of staff to talk to and contact details
* Procedural flow chart displayed in office space

## Training

The school will train its staff and volunteers in processes relating to the health, safety and conduct of staff, volunteers and students through

* Induction
* Refresher annual policy training sessions[[14]](#footnote-14).
* Staff will be required to sign the Organisational Code of Conduct for TSA Workers
* TSA E Learning: Safeguarding Principles Training (via the Australian Childhood Foundation) every 3 years
* Education Meetings when required

This will be documented through the YOS training register and meeting minutes.

## Implementing the Processes

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually and through revision at staff meetings annually at the beginning of the school year and when legislation changes occur.[[15]](#footnote-15)

Students should be aware that under Salvation Army policy, all staff are considered “mandatory reporters” through discussions at enrolment. Students are to sign the Confidentiality and Consent Form at the beginning of each year to ensure awareness and transparency.

## Complaints Procedure

Suggestions of non-compliance with the school’s processes may be submitted as complaints under YOS Independent schools [Dispute Resolution Policy and Procedure](6.1%20-%2020181218%20-%20Dispute%20Resolution%20Policy%20and%20Procedure.docx)[[16]](#footnote-16).

**Use school site address on** [**reporting form**](https://www.salvationarmy.org.au/safesalvos/resources/forms-and-downloads/)



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| **CHILD PROTECTION PROCEDURE** |

This procedure, in conjunction with the Child Protection Policy and procedural flow chart, outlines the steps required for reporting significant harm of a student under 18.

STEP 1:

**Assessing the Need to Report**

In assessing whether a student needs protection, the staff should consider:

1. Significant Harm Test
2. Parent Willing and Able Test
3. [Child Protection Online Guide](https://secure.communities.qld.gov.au/cpguide/engine.aspx) is to be completed.

STEP 2:

1. 1st hand person completes steps in assessing need to report
2. If YES need to report – Worker is to notify Head of Student Support Services and completes the TSA [Allegation/Suspicion of Abuse Report Form](https://www.salvationarmy.org.au/safesalvos/resources/forms-and-downloads/)
3. Email form to Head of Student Support Services and School Principal
4. Head of Student Support Services rings School Principal for delegation of reporting
5. Delegated authority completes online child safety notification and contact police if required
6. Safety Plan completed by 1st person
7. Head of Student Support Services emails completed Online Child Safety Notification and TSA Allegation/Suspicion of Abuse Report Form to TSA State Manager Youth QLD (As sated in policy under Delegated director function) and cc’d to Principal
8. Online Child Protection Form and TSA Allegation/Suspicion of Abuse Report Form to be saved on F drive under Management Security
9. Online Child Protection Form, TSA Allegation/Suspicion of Abuse Report Form and Safety Plan to be uploaded to SAMIS
10. Sexual Abuse and Physical reported within 24hours – Priority is to make the young person safe

**YES outcome from the Child Protection Online Guide –** Staff are required to follow the TSA

1. Complete an online child safety notification
2. Allegation/Suspicion of Abuse Report Form completed

To report any type of harm, all staff members are to use the TSA Allegation/Suspicion of Abuse Report Form and the Departments Online reporting form.

A report under this section must include the following particulars:

* the name of the person giving the report (the ***first person***);
* the student’s name and gender;
* details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
* details of the abuse or suspected abuse;
* any of the following information of which the first person is aware:
* the student’s age;
* the identity of the person who has abused, or is suspected to have abused, the student;
* the identity of anyone else who may have information about the abuse or suspected abuse.

Ensure all notes and record of actions are maintained and uploaded on SAMIS, in student’s file and in Management Security on F Drive.

All reports are to be sent to the following departments for centralised record keeping:

* 1. Principal – Darren McGhee
  2. State Manager Youth QLD – Rish Lefterys (Delegated authority from the Governing Board)

Principal will keep copies of allegation reports on file in F:/drive in Management Security.

**Communication**

* Staff are to communicate with the student and ensure they feel supported and are aware of what processes are taking place
* Communication is required with relevant staff:
  + If co casing a student
  + If there is an immediate safety concern for the student on the school premises

**Contact with Parties Involved in the Report**

When the report is related to sexual or physical abuse or if the matter is related to a criminal matter, the parties involved should **NOT** to be contacted.

All other reports are at the discretion of the Principal and staff involved, a risk assessment should be completed. Ask the question: does contacting the involved parties increase the risk of harm to the child or assist with the process

**Notification is NOT Required**

If the risk of significant harm test, parent test or the online protection guide does not meet the threshold for child safety action or referral, the worker records an observation noting the indicators/behaviours and verbal discussion. If there are any such future reports about the same child or young person then together these may indicate a pattern of behaviour that is reportable, and another report may be made with the new information. Contact with [Family and Child Connect (FaCC)](https://www.qld.gov.au/community/caring-child/family-child-connect/) to facilitate a referral of the family to an external agency for assistance, may also be an option. This is also the case if it is considered that a child is likely to become in need of protection and if the school considers preventative support should be provided to the child or the child’s family.

In addition:

* Discuss further options with Principal / Head of Student Support Services
* Possible other referrals to address student and family’s situation
* Continue to follow up with young person and family regarding situation
* Ensure notes are maintained and kept on SAMIS and in file
* If situation changes, start reporting process again



**Child Protection Decision Support Tree for all staff**

I am a YOS SCHOOL staff member

During the course of my engagement as a staff member, I have become aware or I have a reasonable suspicion that a student under the age of 18, has been or is likely to be significantly harmed

**Psychological Abuse**

**Emotional Abuse**

**Neglect**

**Sexual or Physical Abuse**

Follow Both Paths Below\*

**Teacher or Registered Nurse\***

Child has suffered, is at risk of suffering, is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect them from harm

*Child Protection Act*

**Any Staff member**

Child has been sexually abused or is likely to be sexually abused.

*Education General Provisions Act*

* Discuss concerns with Principal/Team Leader/young person
* Discuss concerns with parent if appropriate
* Significant Harm Test Fulfilled?
* Parent Test Fulfilled?
* Complete Child Protection online guide

**IS A REPORT REQUIRED?**

YES

NO

Staff member to complete TSA Allegation/ Suspicion of Abuse Report Form and online department reporting form

**Report is NOT required at this stage**

* Discuss further options with Principal
* Referral to Family Child Connect Services or other suitable services
* Continue to follow up with young person regarding situation
* Ensure notes are maintained and kept on SAMIS and in file

Complete TSA Allegation/ Suspicion of Abuse Report Form

File report with Dept. Community, Child Safety and Disability Services

IMMEDIATLEY give written report to the Principal / Deputy, or the Director^

If Principal is the first person receiving the information, they are required to give a written report to the police IMMEDIATELY and a copy of the report is required to be given to the director^ IMMEDIATELY

**\*Under TSA Safeguarding Children/Vulnerable Person Policy all Staff are considered to be Mandatory reporters**

**^Director roll has been delegated to The Salvation Army State Manager Youth – Rish Lefterys**

Principal/Deputy or Director^ to give report to

Police IMMEDIATELY

Principal to forward completed form to Education and Training Operations Manager within 24hrs of report being made

**** Allegation/Suspicion of Abuse Report Form

***CONFIDENTIAL***

*This report is to be sent to the Divisional Commander/Head of Department within 24 hours of the original telephone notification that an allegation has been received or there have been reasonable grounds for suspicion. You don’t have to have proof. If you suspect that a person is at risk of significant harm or is in need of protection then you should immediately contact the police.*

***Confidential record keeping:*** *copy to be kept by the corps officer, a copy to be sent to the Divisional Commander/Head of Department who will send a copy to the Territorial Safe Guarding Director (*[*safe.salvos@aue.salvationarmy.org*](mailto:safe.salvos@aue.salvationarmy.org)*). Please read the privacy notice at the end of the form.*

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| **DETAILS ABOUT PERSON COMPLETING THIS FORM** | |  | |
| 1. Person completing this form: | | | |
| 1. Role of person completing the form: | | | |
| 1. Relationship to the victim and/or the alleged person causing harm: | | | |
| 1. Address:   Sign | | | |
| 1. Signature: | | | Date: |
| 1. Phone: Home | Work | | Mobile |
| 1. Position/title at time of allegation: | | | |

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| **DETAILS OF ALLEGED VICTIM** |  | |
| 1. Name of person: | | |
| 1. Date of Birth:       Age: | | Gender: |
| 1. Address: | | |
| 1. Contact phone number: | | |
| 1. Person’s current whereabouts: | | |
| 1. Contact phone number: | | |
| 1. Does the person have a disability? Yes  No   If so, please provide details | | |

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| **DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE** | | |  |
| 1. Name of alleged abuser: | | | |
| 1. Date of birth if known otherwise approximate age: | | | |
| 1. Home address: | | | |
| 1. Phone: Home | Work | Mobile | |
| 1. Position/title at time of allegation: | | | |
| 1. Is the person aware of the existence of the allegations? Yes  No | | | |
| 1. If yes, provide details (e.g. How and when they were made aware of the allegations; other relevant details): | | | |

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| **NATURE OF THE ALLEGATION** |  |
| 1. Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details. | |
| **Immediate Actions Taken**  **Environmental Factors (Accommodation)**  **Safety Plan Completed**  **Support Network**  **Other / Follow Up required** | |
| 1. Names and contact details of witnesses: | |
| 1. Who else knows about the alleged abuse? | |
| 1. Name any other state agencies or departments involved:   Agency/department:  Regional office details:  Reference numbers:  Person spoken to:       Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Agency/department:  Regional office details:  Reference numbers:  Person spoken to:       Date: | |

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| **DIVISIONAL COMMANDER/HEAD OF DEPARTMENT CHECKLIST** |  |
| Date the Divisional Commander/Head of Department was originally contacted:  Date that this written report was received at Divisional Headquarters:  Date that a copy of this report was sent to the Territorial Safe Guarding Director: | |

**PRIVACY NOTICE**

*For the purpose of this Privacy Notice, The Salvation Army means The Salvation Army (being the unincorporated religious and charitable association), The Salvation Army (New South Wales) Property Trust, The Salvation Army (Queensland) Property Trust and any organisations or bodies corporate owned or operated by any of the bodies above.*

The Salvation Army, a not-for-profit organisation, is committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). Our Privacy Officer is responsible for ensuring that our privacy policies are adhered to and our detailed privacy policy can be accessed online at http://salvos.org.au/privacy-policy/, by contacting our Privacy Officer on 02 9266 9554 or by writing to us at PO Box A435, Sydney South NSW 1235. Our privacy policy includes information about how you may access and update the personal information we hold about you and details of how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint. You have the option of not identifying yourself or using a pseudonym when dealing with us in relation to a particular matter, unless we believe it is impracticable to do so in the circumstances. If you wish to deal with us in this manner, you must tell us in writing so that we can consider if your request is practicable.

The personal information that we collect about you is deemed

reasonably necessary to enable us to actively address your concerns. By not collecting this personal information we may be unable to actively consider and address your concerns. By providing us with this personal information you consent to our use or disclosure of your information for a secondary purpose related to the primary purpose.

Your privacy is paramount to us and we will only ever disclose your personal information to the extent necessary to actively address your concerns. In order to perform these tasks, we may disclose your personal information to organisations that carry out functions on behalf of or in conjunction with The Salvation Army. These organisations may include health care providers, government agencies and public sector bodies, law enforcement agencies, community service providers and external service providers.

The collection of this sensitive and personal information may be required by child protection legislation.

The Salvation Army is an international movement with a presence in over 120 countries. While every effort is made to keep personal information we hold in Australia only, in order to perform these tasks, we may need to disclose your personal information to overseas recipients such as international Territories of The Salvation Army where your concerns have a connection with or relates to any one of these Territories

1. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)* [↑](#footnote-ref-1)
2. *Education (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)* [↑](#footnote-ref-2)
3. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)* [↑](#footnote-ref-3)
4. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)* [↑](#footnote-ref-4)
5. “Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)” [↑](#footnote-ref-5)
6. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)* [↑](#footnote-ref-6)
7. Education (*(Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)c* [↑](#footnote-ref-7)
8. *Education (General Provisions) Regulation 2017 (Qld) s.68* [↑](#footnote-ref-8)
9. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)* [↑](#footnote-ref-9)
10. *Education (General Provisions) Regulation 2017 (Qld) s.68A* [↑](#footnote-ref-10)
11. Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2) (d)

    See *Child Protection Regulation 2011 (Qld) s.10 “Information to be included in report to chief executive”*  [↑](#footnote-ref-11)
12. *Child Protection Act 1999 s159 (M) and s159 (N)* [↑](#footnote-ref-12)
13. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a) and (4)(b)*  [↑](#footnote-ref-13)
14. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)* [↑](#footnote-ref-14)
15. Reference should be *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)* [↑](#footnote-ref-15)
16. *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)* [↑](#footnote-ref-16)