



Student Protection – Reporting Concerns of Harm and Abuse Policy

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YMCA Queensland		

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1. PURPOSE

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

- (a) how the school will respond to harm, or allegations of harm, to students under 18 years; and
- (b) the appropriate conduct of the school's staff and students to comply with the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) section 16.

to comply with the *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) section 16*.

2. GOVERNANCE

At Y Schools Queensland, each school is led by a school principal who holds authority for the purposes of safeguarding and mandatory reporting. The school principal is responsible for fulfilling all Principal reporting obligations under relevant legislation and Non-State Schools Accreditation Board requirements. Where a matter involves the school principal, reports must be made directly to the YMCA Safeguarding Manager or a director/member of the governing body.

The school principal's reporting responsibilities do not remove or delay any individual staff member's mandatory reporting obligations under legislation.

3. APPLICATION/SCOPE

This policy applies to 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 Y Schools Queensland and covers information about the reporting of harm and abuse.

4. POLICY STATEMENT

The school prioritises a safe environment for students in compliance with relevant national and state legislation.

The school has a zero-tolerance approach to harm, abuse, and neglect of students. All staff, volunteers, and contractors have a legal and ethical obligation to act immediately on any concern for student safety.

Our policies and procedures detail requirements for addressing reports of harm, inappropriate behaviour, and allegations of abuse, requiring all staff and volunteers to uphold high standards of conduct. Staff are supported by a suite of documents including the Student Safety and Wellbeing Policy, National Safeguarding Policy, Safeguarding Children and Young People Procedures Manual and the Safeguarding Code of Conduct. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.

5. IMPLEMENTATION

5.1. Health and Safety

The school has written processes in place to enable it to comply with the requirements of the *Child Safe Organisations Act 2024* (Qld), the *Work Health and Safety Act 2011* (Qld) and the *Working with Children Check Act 2000* (Qld).¹

5.2 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 students².

5.3 Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to:

- the school principal, wellbeing counsellor, caseworker or any school staff member listed on campus safeguarding posters or the YMCA safeguarding manager; or
- if the allegation involves the school principal, directly to the YMCA safeguarding manager and a director of the school's governing body.³

5.4 Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must immediately report it to the school principal and safeguarding manager.

Where the school principal is the subject of the report of inappropriate behaviour, the staff member must report directly to the YMCA safeguarding manager and a director of the school's governing body.⁴ Reports must be submitted via safeguarding@ymcaqueensland.org.au or HR@ymcaqueensland.org.au.

Staff will report inappropriate behaviour by recording details using the internal Protecht incident report form and follow reporting procedures. Reports will be dealt with under the school's Compliments, Complaints and Feedback Policy.

This process does not replace mandatory reporting obligations under legislation.

¹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.15

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

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

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

5.5 Reportable Conduct Scheme Obligations

Y Schools Queensland will comply with its obligations under the *Child Safe Organisations Act 2024* (Qld) by ensuring that reportable allegations and reportable convictions involving workers are reported internally as soon as practicable, notified to the Queensland Family and Child Commission (QFCC) within required statutory timeframes, and appropriately investigated and reported as required under the Act⁵.

An initial report made to the QFCC under this section must include the following particulars:

- a) details of the reportable allegation or reportable conviction;
- b) the name, including any former name or alias, of the worker the subject of the reportable allegation or reportable conviction;
- c) the date of birth of the worker, if known;
- d) the name of the head of the reporting entity;
- e) whether the sector regulator for the reporting entity or the police service has been contacted about the reportable allegation or reportable conviction;
- f) the reporting entity's contact details, including its name, address and telephone number;
- g) if the worker currently performs work for the reporting entity—any action, including risk management action, taken in response to the reportable allegation or reportable conviction, including, for example—
 - i. immediate steps taken to prevent the worker from having contact with children; and
 - ii. any disciplinary action taken or proposed to be taken against the worker;
- h) any other matter prescribed by regulation.⁶

5.6 Queensland College of Teachers Obligations

The school will comply with its obligations under the *Education (Queensland College of Teachers) Act 2005* (Qld) by notifying the Queensland College of Teachers (QCT) as soon as practicable when the School principal begins dealing with an allegation of harm to a student involving a teacher, and again as soon as practicable once the school's dealings with the allegation are concluded⁷.

A notice given when the school begins dealing with an allegation must include the name of the employing authority and the school, the name of the relevant teacher, the day the school started dealing with the allegation, particulars of the allegation and any other relevant information, and details of the actions taken to deal with the allegation⁸.

5.7 Reporting Sexual Abuse⁹

Where a staff member forms a reasonable suspicion of sexual abuse, likely sexual abuse, or reportable harm, they must immediately make the required report to the relevant external authority (Queensland Police Service or the Department responsible for Child Safety) in accordance with legislation. Internal reporting processes, including Protecht, must not delay external reporting obligations.

⁵ *Child Safe Organisations Act 2024 (Qld) s.33-37*

⁶ *Child Safe Organisations Act 2024 (Qld) s.35*

⁷ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76 and s.77*

⁸ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76(3)*

⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

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.

then the staff member must give a written report about the abuse or suspected abuse to the school principal or to a director of the school's governing body immediately. Staff will do this by recording details using the internal Protecht incident report form and following reporting procedures.

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

Additionally, the school principal must notify safeguarding@ymcaqueensland.org.au and ensure that the reporting procedures have been followed.

If the first person who becomes aware or reasonably suspects sexual abuse is the school principal, the school 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. School principals will do this by recording details using the internal Protecht incident report form and following reporting procedures.

Additionally, the school principal must notify safeguarding@ymcaqueensland.org.au and ensure that the reporting procedures have been followed.

A report under this section must include the following particulars:

- i) the name of the person giving the report (the **first person**);
- j) the student's name and sex;
- k) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- l) details of the abuse or suspected abuse;
- m) any of the following information of which the first person is aware:
 - iii. the student's age;
 - iv. the identity of the person who has abused, or is suspected to have abused, the student;
 - v. the identity of anyone else who may have information about the abuse or suspected abuse¹⁰.

5.8 Reporting Likely Sexual Abuse ¹¹

Where a staff member forms a reasonable suspicion of sexual abuse, likely sexual abuse, or reportable harm, they must immediately make the required report to the relevant external authority (Queensland Police Service or the Department responsible for Child Safety) in accordance with legislation. Internal reporting processes, including Protecht, must not delay external reporting obligations.

¹⁰ *Education (General Provisions) Regulation 2017 (Qld) s.68*

¹¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

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 school principal or to a director of the school's governing body immediately. Staff will do this by recording details using the internal Protecht incident report form and following reporting procedures.

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

Additionally, the school principal must notify safeguarding@ymcaqueensland.org.au and ensure that the reporting procedures have been followed.

If the first person who reasonably suspects likely sexual abuse is the school principal, the school 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.

Additionally, the school principal must notify safeguarding@ymcaqueensland.org.au and ensure that the reporting procedures have been followed.

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 abuse¹².

5.9 Responding to Harm¹³

Harm caused by physical or sexual abuse

Where a staff member forms a reasonable suspicion of sexual abuse, likely sexual abuse, or reportable harm, they must immediately make the required report to the relevant external authority (Queensland

¹² *Education (General Provisions) Regulation 2017 (Qld) s.69*

¹³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1) and s.16(2)(d)*

Police Service or the Department responsible for Child Safety) in accordance with legislation. Internal reporting processes, including Protecht, must not delay external reporting obligations.

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.

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.

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.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹⁴;
- b) the child's name, age and sex descriptor;
- 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;
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹⁵.

Child Safety Regional Intake Service for Brisbane can be contacted on 1300 682 254, from 9am to 5pm Monday to Friday. Outside of these hours, you can contact the Child Safety After Hours Service Centre on phone (freecall) 1800 177 135 (Queensland only).

Harm caused by psychological or emotional abuse or neglect

When the school receives any information alleging 'harm'¹⁶ 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 may include reporting through the principal to Child Safety.¹⁷ If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the school principal, who may then refer the matter to Family and Child Connect.

¹⁴ *Child Protection Act 1999 s.13G (2)(a)*

¹⁵ See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"*

¹⁶ *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)*

¹⁷ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1)(a)*

Responsibilities under Criminal Code Act 1899 (Qld)

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.

Failure to Report¹⁸

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.

Failure to Protect¹⁹

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.

5.10 Awareness

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 website²⁰.

5.11 Accessibility of Processes

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 administration²¹.

Processes will be accessible and responsive to students with disability, including the provision of reasonable adjustments to ensure equitable access to reporting and support mechanisms in accordance with the Disability Discrimination Act 1992 (Cth).

5.12 Training

The school will train its staff in processes relating to the health, safety and conduct of staff and students on induction and will refresh training annually. Training will include legal obligations, recognising indicators of harm, and responding appropriately to disclosures. The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually²².

¹⁸ Criminal Code Act 1899 (Qld) s.229BC

¹⁹ Criminal Code Act 1899 (Qld) s.229BB

²⁰ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)

²¹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)

²² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

5.13 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 annually²³.

5.14 Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the Compliments, Complaints and Feedback Policy²⁴.

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.229BC²⁵.

6. DEFINITIONS

The *Child Protection Act 1999*²⁶ provides the following definitions:

Term	Meaning
"Child"	A child under section 8 is: an individual under 18 years.
"Harm"	Harm under section 9 is: (1) Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. (2) It is immaterial how the harm is caused. (3) Harm can be caused by— (a) physical, psychological or emotional abuse or neglect; or (b) sexual abuse or exploitation. (4) Harm can be caused by— (a) a single act, omission or circumstance; or (b) a series or combination of acts, omissions or circumstances.
"Child in need of protection"	A child in need of protection under section 10 is: a child who— 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.

²³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

²⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)

²⁵ Criminal Code Act 1899 (Qld) s.229BC(4)(b)

²⁶ The Child Protection Act 1999

“Reportable suspicion”	A reportable suspicion under section 13E(2) 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.
“Sexual abuse”	Section 364 of the <i>Education (General Provisions) Act 2006 (Qld)</i>²⁷ defines this as, sexual abuse, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances— (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; (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.
“Worker”	Under the <i>Child Safe Organisations Act 2024 (Qld)</i>, a worker is a person, whether paid or unpaid, who performs work for the school in any capacity, including staff, contractors, volunteers and people undertaking work experience or vocational placements.
“Reportable allegation”	An allegation that a worker has committed reportable conduct, or an allegation that may involve reportable conduct, regardless of whether it is alleged to have occurred in the course of the worker performing work for the school.
“Reportable conviction”	A conviction of a worker for an offence that indicates the worker may pose a risk to the safety of children, as prescribed under the <i>Child Safe Organisations Act 2024 (Qld)</i>.
“Head of the Reporting Entity”	For the purposes of the reportable conduct scheme, the school principal (or their delegate) is the Head of the Reporting Entity responsible for notifying the QFCC of reportable allegations and reportable convictions in accordance with the <i>Child Safe Organisations Act 2024 (Qld)</i>.

Operational Definitions

“School Principal”	For operational purposes at Y Schools Queensland, the school principal is the person who holds principal authority and is responsible for fulfilling principal reporting obligations under relevant legislation.
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²⁷ *Education (General Provisions) Act 2006 (Qld)*

7. DISCLAIMER

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval. Printed versions of this document are considered uncontrolled. Please refer to the YMCA website for the latest version.

8. ROLES AND RESPONSIBILITIES

Role	Responsibility
All YMCA staff, including all Y Schools Queensland staff, as well as contractors, volunteers and people undertaking work experience or vocational placements at Y Schools Queensland	Always comply with this policy and all mandatory responsibilities.
School Principal	Receives reports made under this policy where required; fulfils Principal reporting obligations under the Education (General Provisions) Act 2006 (Qld); ensures required reports are made to Queensland Police Service and/or the Department responsible for Child Safety; notifies Safeguarding; ensures internal records are completed; and monitors implementation of this policy.
Safeguarding Manager	Provides safeguarding advice, oversight and support, but does not replace or delay any mandatory external reporting obligation.
Director / Member of Governing Body	Receives reports where the school principal is the subject of the allegation or where legislation allows reporting to a director; ensures required external reporting occurs
Head of the Reporting Entity (School principal or delegate)	Notifies the Queensland Family and Child Commission (QFCC) of reportable allegations and reportable convictions within statutory timeframes under the Child Safe Organisations Act 2024 (Qld); oversees investigation of reportable conduct matters.

9. COMPLIANCE WITH POLICY

Failure to comply with this procedure by a member of the YMCA staff may result in disciplinary action in accordance with the YMCA Discipline and Performance Management Policy [YMCA POL HRM 005], and the resultant disciplinary action documented in the individual's personal file.

Failure to comply with this procedure by a member of the YMCA staff may also constitute a breach of individual responsibilities under the Criminal Code Act 1899 (Qld), and further enforcement may occur if appropriate.

10. DOCUMENT INFORMATION

Approval Date	3 June 2026
Effective Date	3 June 2026
Next Review Date	3 June 2027
Document Owner	Business Services Manager / Executive Principal
Approver	Chief Operations Officer and Safeguarding Manager

11. RELATED DOCUMENTS AND FORMS

Document Name:	Type:	Location:
Child Protection Act 1999 (Qld)	Act	Queensland Government Website
Education (General Provisions) Act 2006 (Qld)	Act	Queensland Government Website
Education (General Provisions) Regulation 2017 (Qld)	Regulation	Queensland Government Website
Education (Accreditation of Non-State Schools) Act 2017 (Qld)	Act	Queensland Government Website
Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)	Regulation	Queensland Government Website
Working with Children Check Act 2000 (Qld)	Act	Queensland Government Website
Working with Children (Risk Management and Screening) Regulation 2020 (Qld)	Regulation	Queensland Government Website
Criminal Code Act 1899 (sections 229BB and 229BC)	Act	Queensland Government Website
Work Health and Safety Act 2011 (Qld)	Act	Queensland Government Website
Compliments Complaints and Feedback Policy	Policy	Y Schools Queensland Website
Safeguarding Children and Young People Procedures Manual	Procedure	YMCA Intranet
Protect Incident Report Form (for Staff)	Form	YMCA Intranet
Protect Incident Report Form (for External)	Form	YMCA Website
Child Safe Organisations Act 2024	Act	Queensland Government Website
Child Protection Regulation 2023	Regulation	Queensland Government Website
Education (Queensland College of Teachers) Act 2005	Act	Queensland Government Website
Guide to Queensland's Reportable Conduct Scheme	Guidance	QFCC Website
Y Schools Queensland Student Information System – Edumate	Application	Internal YMCA Intranet
Student Safety and Wellbeing Policy	Policy	Y Schools Queensland Website
YMCA_POL_HRM_005 Discipline and Performance Management Policy	Policy	Internal YMCA Intranet

12. VERSION HISTORY

Version	Approved by	Date	Description of change	Author
2	Principal	09/01/2024	Content review	Jana Hadlow
3	Angela Waugh	27/11/2024	Document format update	Jana Hadlow
4	Kirsty Kranz	12/12/2024	Content review	Jana Hadlow
5	Kirsty Kranz	30/05/2025	Links on p11 and reference to the Department responsible for Child Safety updated	Jana Hadlow
6	Kirsty Kranz	23/06/25	Clarification of documents that comprise the child risk management strategy	Jana Hadlow
7	Kirsty Kranz	10/09/25	Addition of definition of a child	Jana Hadlow
8	Kirsty Kranz	26/02/26	Policy name change from Student Protection Policy to Student Protection – Reporting Concerns of Harm and Abuse Policy	Jana Hadlow
9	Will Sambrook	15/04/26	Role titles and legislation updated	Angela Waugh and Jana Hadlow
10	Will Sambrook	05/05/26	Definitions and procedure update	Angela Waugh and Jana Hadlow
11	Will Sambrook	03/07/26	Legislative update: incorporation of the Reportable Conduct Scheme (Child Safe Organisations Act 2024), Queensland College of Teachers Obligations, updated definitions, and new Appendix 1 – Summary of Reporting, aligned with the updated ISQ policy template.	Jana Hadlow

13. APPENDIX 1 – SUMMARY OF REPORTING

The table below summarises the key reporting obligations referred to in this policy. It is a summary only and does not replace the detailed requirements set out in the body of this policy or in the relevant legislation. Staff must record all reports and allegations internally using the Protecht incident report form, in addition to meeting any external reporting obligations below.

Who	What / conduct	Test	Report to	Legislation
All staff	Sexual abuse or likely sexual abuse	Awareness or reasonable suspicion	School principal or a director of the governing body, through to police immediately	EGPA s.366 and s.366A
School principal (if 'first person')	Sexual abuse or likely sexual abuse	Awareness or reasonable suspicion	A director of the governing body and police immediately	EGPA s.366 and s.366A
Teacher and registered nurse	Sexual and physical abuse	Significant harm; and parent may not be willing and able to protect	Confer with School principal; report to Child Safety	CPA s.13E and s.13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm, and parent may not be willing and able to protect	School principal, using the internal Protecht incident report form, through to Child Safety	Accreditation Regulation s.16
All staff	Any harm	Not at a level that is otherwise reportable to Child Safety	School principal, who may refer with consent to Family and Child Connect	CPA s.13B and s.159M
All workers	Reportable allegation or reportable conviction	Reasonable belief a worker has committed reportable conduct, or been convicted of a reportable offence	School principal (Head of the Reporting Entity) or YMCA Safeguarding Manager, recorded via the internal Protecht incident report form, then notified to QFCC	CSO Act s.33-37
Head of the Reporting Entity (School principal or delegate)	Reportable allegation or reportable conviction	As above	QFCC – initial notification within 3 business days; interim or final report within 30 business days	CSO Act s.34 and s.30(1)(c)
School principal / Governing Body	Harm or likely harm due to the conduct of a teacher	When the school begins, and when it finishes, dealing with an allegation	Queensland College of Teachers	QCT Act s.76 and s.77
Any member of the public	Any harm	Significant harm, and parent may not be willing and able to protect	Child Safety	CPA s.13A
Any adult, including students 18 years or older,	A child sexual offence against a child by an adult	Gains information that causes a reasonable belief a child sexual offence	Police, as soon as reasonably practicable after the belief is, or	Criminal Code s.229BC

parents/guardians and volunteers		is being or has been committed, and the child is under 16 years or has an impairment of the mind	ought reasonably to have been, formed	
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