PINNACLE
ACADEMIC COLLEGE

Child Protection Policy

CHILD PROTECTION POLICY

Purpose:	The purpose of this document is to demonstrate Pinnacle Academic College's commitment to being a Child Safe Organisation and to meeting its obligations under Queensland law and provides written processes about how the College will respond to harm, or allegations of harm, to students under 18 years old, and the appropriate conduct of the College's staff and students, to comply with accreditation requirements. The overarching purpose of this policy is to protect all students from harm, abuse, neglect and exploitation. This will be achieved by promoting children's safety, wellbeing and participation, by establishing clear responsibilities for prevention, reporting and responses to concerns of child protection and ensuring a child-centred, culturally safe and trauma informed approach at all times.	
Scope:	This policy applies to all students and staff, including full-time, part-time, permanent, fixed-term and casual employees, contractors, volunteers and people undertaking work experience or vocational placements at Pinnacle Academic College, members of the governing body and any visitors who engage with students and covers information about the reporting of harm and abuse. Compliance with this policy is mandatory.	
Status:	Approved	**Version:** 4.2 **Supersedes:** V4.1
Authorised	Akademeia Ltd Board	**Date of Authorisation:** 09/11/2026
References:	• *Child Protection Act 1999 (Qld)* • *Child Safe Organisations Act 2024 (Qld)* • *Education (General Provisions) Act 2006 (Qld)* • *Education (General Provisions) Regulation 2017 (Qld)* • *Education (Accreditation of Non-State Schools) Act 2017 (Qld)* • *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* • *Working with Children Check Act 2000 (Qld)* • *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* • *Criminal Code Act 1899 (sections 229BB and 229BC)* • Pinnacle Academic College Complaints Handling Policy • Pinnacle Academic College Complaints Handling Procedure • Pinnacle academic College Child and Youth Risk Management Strategy • Pinnacle Academic College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld) • Pinnacle Academic College Child Protection reporting form • Pinnacle Academic College Student Safety and Wellbeing Policy • Pinnacle Academic College Reportable Conduct Scheme Policy	
Review Date:	At least annually- additionally, Following legislative changes	**Next Review Date:** February 2027
Policy Owner:	Akademeia Ltd	
Note:	This Policy may be reviewed at any time at the discretion of the Akademeia Ltd Board	

VERSION HISTORY

VERSION	DATE	NOTES
Draft	01/12/18	Initial Draft Document
1.0	29/01/19	Approved
1.1	27/04/19	Approved
1.1	10/01/2020	Reviewed and Approved without change
1.2	19/02/2020	Reviewed, Changed and Approved
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2.1	10/09/2023	Reviewed, minor changes, Approved
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4.0	06/02/2026	Reviewed, updated and approved
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4.2	09/11/2026	Reviewed, updated and approved

POLICY STATEMENT

The following section details Pinnacle Academic College's policy and procedures for handling disclosures and/or suspicions of harm, including reporting procedures. Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively. Pinnacle Academic College Child Protection Policy and Procedures ensure staff respond as quickly as possible to a disclosure or suspicion of harm. The college has zero tolerance for child abuse or harm, and believes that every child has the right to feel safe, respected and heard.

The college

- Acts in the best interests of the child
- Actively works to prevent harm and child abuse
- Values and empowers children and families
- Ensures concerns are taken seriously and responded to promptly
- Meets all mandatory reporting and information-sharing obligations.

The governing body and the Principal are responsible for implementing and resourcing child safe practices and monitoring the policy effectiveness, compliance and ongoing improvement.

DEFINITIONS

Child/Young Person: A person under 18 years of age.

Child abuse: Includes physical abuse, sexual abuse, emotional/psychological abuse, neglect, grooming and exposure to family or domestic violence.

Harm: ***Section 9 of the Child Protection Act 1999*** - defines "Harm", to a child, as being any detrimental effect on the child's physical, psychological or emotional or developmental wellbeing.

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

Reasonable Belief: A belief based on reasonable grounds and expectations, not requiring certainty.

Mandatory Reporter: A person who is legally required to report a reportable suspicion of harm to Child Safety. Under section 13E of the Child Protection Act 1999, mandatory reporters include all teachers at Pinnacle Academic College (including the Principal) as well as doctors, registered nurses and early childhood education and care professionals.

Grooming: Any conduct intended to create a relationship that prepares or conditions a child for sexual abuse or exploitation.

'**Child in need of protection': *Section 10 of the Child Protection Act 1999*** - 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.

Sexual abuse: ***Section 364 of the Education (General Provisions) Act 2006*** -, 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.

IDENTIFYING HARM

Considerations when forming a reasonable suspicion about harm to a child include:

- whether there are detrimental effects on the child's body or the psychological state or emotional state
  - that are evident to the person, **OR**
  - that the person considers are likely to become evident in the future, **and**
- in relation to any detrimental effects mentioned above
  - their nature and severity, **and**
  - the likelihood that they will continue, **and**
- the child's age (section 13C of the Child Protection Act 1999).

SOME GENERAL INDICATORS OF CHILD ABUSE

- showing wariness and distrust of adults
- having broken bones or unexplained bruising
- rocking, sucking or biting excessively
- demanding or aggressive behaviour
- sleeping difficulties, being tired and falling asleep during the school day
- low self esteem
- abuse of alcohol or drugs
- seeming to be accident prone
- being unable to explain injuries, or providing unrealistic or vague explanations
- sexualised or inappropriate behaviour
- discussion of suicide, feeling suicidal or attempting suicide
- being reluctant to go home
- creating stories, poems or artworks featuring abuse/suicide

SOME GENERAL INDICATORS OF NEGLECT

- malnutrition, begging stealing or hoarding of food
- poor hygiene, matted hair, dirty skin and body odour
- untreated physical or medical problems
- comments from the child that there is no-one at home to provide care
- being constantly tired
- frequent lateness to school, or absence from school
- inappropriate clothing – wrong sizing, age inappropriate, unkept clothing or inappropriate clothing for the season
- frequent illnesses, infections or sores
- being left unsupervised for long periods of time

MANAGING AND RECORDING A DISCLOSURE OR SUSPICION OF HARM

Pinnacle Academic College staff consider these important points when managing a disclosure of harm:

- remain calm and listen attentively, actively and non-judgmentally
- ensure there is a private place to talk

- encourage the child to talk in their own words and ensure just enough open-ended questions are asked to act protectively (e.g. 'Can you tell me what happened' or 'Can you tell me more about that'). Don't ask leading questions which tend to suggest an answer. Ensure the child is advised that the disclosure cannot remain a secret and it is necessary to tell someone in order to get help.
- reassure the child they have done the right thing by telling you
- advise the child that you need to tell someone else who can help them
- document the disclosure clearly and accurately as per the Child Protection Reporting Form (Appendix 1), including a detailed description of: – the relevant dates, times, locations and who was present – exactly what the person disclosing said, using "I said," "they said," statements – the questions you asked – any comments you made, and – your actions following the disclosure
- not attempt to investigate or mediate an outcome, and
- follow any relevant process for reporting a disclosure of harm and consider whether there are requirements to report matters to the Queensland Police Service and Child Safety.

In relation to a suspicion of harm (or other concern for a child's welfare) Pinnacle Academic College staff are advised to:

- remain alert to any warning signs or indicators pay close attention to changes in the child's behaviour, ideas, feelings, and the words they use
- pay close attention to changes in the child's behaviour, ideas, feelings and the words they use
- make written notes of observations in a non-judgmental and accurate manner
- assure a child that they can come to talk when they need to, and listen to them and believe them when they do,
- always err on the side of caution – report any genuine concern for further assessment, and
- follow any relevant process for reporting a suspicion of harm and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety or consider what support services could be offered to the family if the concern does not meet the relevant threshold to make a report.

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]

RESPONDING TO REPORT OF HARM

When the school receives any information alleging 'harm'[2] 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 policy[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[4]. All adults must treat students with respect and dignity, while maintaining professional boundaries, avoiding situations that could place a child at risk and never engage in abusive, discriminatory or exploitative behaviour. All adults, regardless of their function at the college must avoid situations where they are likely to be alone with a child unless unavoidable and authorised. All communication with students must be conducted in transparent and college approved ways, with no private communication outside approved platforms. All adults must avoid either giving or receiving favouritism or gifts that could be misconstrued. Breaches of this code will result in disciplinary action, which may include termination and reporting as dictated by laws and college policy.

[1] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.15*
[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)*
[3] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*
[4] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

The college encourages students to express views about their safety, teaches students to identify unsafe situations, ensures that complaints processes are child-friendly and respects children's rights to be heard and taken seriously.

Pinnacle Academic College is committed to providing cultural safety for Aboriginal and Torres Straight Islander children and families, for being inclusive of children with disability and demonstrating respect for children and families from diverse cultural, linguistic and religious backgrounds.

RECRUITMENT, TRAINING AND PROFESSIONAL DEVELOPMENT

Pinnacle Academic College always applies rigorous child-safe practices in recruitment and training, including comprehensive screening and full reference checks prior to employment and formal Child Protection obligations and expectations on induction. Extensive training conducted annually, and following any legal or college updates to requirements. Records of all training undertaken are securely maintained.

ONLINE SAFETY AND DIGITAL ENVIRONMENTS

Pinnacle Academic College works to provide Child Safety in online settings by: ensuring the use of approved digital platforms, active monitoring of online interactions, by conducting ongoing education of staff and students regarding online risks and appropriate behaviour. All online safety concerns raised will be responded to promptly.

REPORTING INAPPROPRIATE BEHAVIOUR

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

- Teneika Hogan; (Principal),

or

- Kim-Marie Jecht (Teacher) and Josh Coate (Teacher)[5]

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the principal immediately. 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 as soon as possible.[6] Reports will be dealt with under the school's Complaints Handling Policy.

Reporting Sexual Abuse[7]

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 using the Child Protection Reporting Form about the abuse or suspected abuse to the Principal or to the Akademeia Ltd Board Chair (or, if the Board Chair is unavailable, another

[5] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*
[6] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*
[7] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

director of the governing body) immediately. The staff member must not delay the report to gather further information, investigate the matter or speak with the alleged person responsible.

The Principal or the Akademeia Ltd Board Chair (or other director) must immediately give a copy of the report to a police officer by forwarding it to the Child Protection and Investigation Unit at Pine Rivers Police Station, at cpiu.pinerivers@police.qld.gov.au, or by telephoning (07) 3897 7239. If a student is in immediate danger, call Triple Zero (000).

If the first person who becomes aware or reasonably suspects sexual abuse is the Pinnacle Academic College 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 the Akademeia Ltd Board Chair immediately.

A report under this section is separate from, and does not replace, a teacher's obligation as a mandatory reporter to report to Child Safety under section 13E of the Child Protection Act 1999 (see Reporting Physical and Sexual Abuse below).

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 abuse[8].

Reporting Likely Sexual Abuse [9]

Section 366A of the Education (General Provisions) Act 2006 states that if a staff member, in the course of their employment at the school, reasonably suspects that any of the following persons are 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 programme at the school
c. a person with a disability who
    1. under section 420(2) of the Education (General Provisions) Act 2006 is being provided with Special education at the school
    2. is not enrolled in the preparatory year at the school

Then the staff member must give a written report using the Child Protection Reporting Form, about the suspicion to the Principal or to the Akademeia Ltd Board Chair immediately.

The Principal or the Akademeia Ltd Board Chair must immediately forward a copy of this report to Child Protection and Investigation Unit at Pine Rivers Police Station, at cpiu.pinerivers@police.qld.gov.au, or by telephoning (07) 3897 7239.

If the first person who reasonably suspects likely sexual abuse is the school's Principal, the Principal must immediately give a written report about the suspicion to a police officer immediately as required by section 366A(2A) of the Education (General Provisions) Act 2006 (EGPA) and immediately give a copy to the Akademeia Ltd Board Chair.

A report under this section must include the following:

(a) the name of the person giving the report (the first person)

[8] *Education (General Provisions) Regulation 2017 (Qld) s.68*
[9] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

(b) the student's name and sex
(c) the details of the basis for the suspicion that the student is likely to be sexually abused by another person
(d) any of the following information if the person is aware of it
    1) the age of the student
    2) the identity of the person who is suspected to be likely to abuse the student
    3) the identity of anyone else who may have information about the suspected likelihood of abuse.[10]

Reporting Physical and Sexual Abuse[11]

Under Section 13E(3) of the Child Protection Act 1999, if a doctor, a registered nurse, a teacher or an early 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 procedure for reporting a disclosure or suspicion of harm is to report concerns to the Principal, with all notes and concerns, on completion of the collection of data. Concerns of psychological or emotional, physical or sexual abuse or neglect identified either by, or to staff members, are reported to the Principal who will then proceed to continue to report to the relevant authorities. Should the concerns involve the Principal, then, this initial report must be made to the Akademeia Ltd Board Chair, who will then proceed to report the concerns to the relevant authorities.

If the child is at imminent risk of harm or has been the victim of a criminal offence, then the matter is reported to the Queensland Police Service at Child Protection Investigation Unit at cpiu.pinerivers@police.qld.gov.au

Under section 13E of the Child Protection Act 1999, all teachers at Pinnacle Academic College, including the Principal, are mandatory reporters. Each teacher holds a personal legal obligation to ensure a written report is made to Child Safety. Reporting a concern to the Principal under the procedure above does not remove this obligation. A report MUST be made to Child Safety if

a. There is a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm caused by physical or sexual abuse

AND

b. does not have a parent able and willing to protect the child from the harm.

A report under this section must include the following particulars:

a) state the basis on which the person has formed the reportable suspicion[12]
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

[10] *Education (General Provisions) Regulation 2017 (Qld) s.69*
[11] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)
[12] Child Protection Act 1999 s. 13G(2)(a)

f) particulars of the identity of any person who may be able to give information about the harm to which the reportable suspicion [13]

Mandatory Reporters are obliged to confirm that the Principal has fulfilled their obligation to provide the report to Child Safety on their behalf.

Should the mandatory reporter not reasonably suppose that the principal has provided the report to Child Safety, it is the responsibility of the mandatory reporter to make the report directly to Child Safety themselves.

Mandatory reporters should also report to Child Safety a reasonable suspicion that a child or unborn child may be in need of protection where the harm or risk of harm relates to any other type of abuse or neglect under s13A of the Child Protection Act 1999.

SUMMARY OF REPORTING HARM

Contacting Child Safety

Child Safety Services – (General abuse and neglect) 1800 811 810

The Brisbane Child Safety Regional Intake contact – 1300 705 339 (direct line) and 1300 682 254 (general line). The afterhours number is 1800 177 135

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 Report[14]

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 Protect[15]

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.

Reviewing policies and procedures following an incident.

Pinnacle Academic College will undertake a review of the policies and procedures following a disclosure or suspicion of harm being actioned to:

- consider the application of the policies and whether there are any changes necessary, for example, whether they are suitable for:
    - responding to a child or young person when a disclosure is made
    - protecting children and young people from harm, and
    - assisting involved parties within your organisation, and

[13] See Child Protection Regulation 2023 (Qld) s.4 "information to be included in reports"
[14] Criminal Code Act 1899 (Qld) s.229BC
[15] Criminal Code Act 1899 (Qld) s.229BB

- identify any additional training requirements.

Any process about reporting abuse must not interfere with Court processes, and Pinnacle Academic College may seek legal advice before starting a review of policies and procedures. The reviews shall determine what records that worked well and what may need to be improved upon. Annual reviews of policies and training of staff in these matters are a priority. Note: Media attention - A disclosure or suspicion of harm may attract the media. It is critical to avoid giving out protected or potentially damaging information. The College will limit contact with the media to the principal or legal agent.

ENSURING AWARENESS, TRAINING, ACCESSIBILITY AND IMPLEMENTATION

Awareness

Pinnacle Academic College 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 website[16].

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the Pinnacle Academic College website and will be available on request from the Pinnacle Academic College administration. They will also be provided to students on enrolment and to staff on induction and at each annual training session[17].

Training

Pinnacle Academic College will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually[18]. A record of this induction/training will be kept in both Sentral and hard copy.

Counselling

At any stage during this process Pinnacle Academic College will provide opportunity for staff to have counselling in regard to coping with the processes about child abuse.

Implementing the Processes

Pinnacle Academic College will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually[19].

The college maintains formal mechanisms to ensure continuous compliance and improvement, including:

- Annual child safety policy and procedure review by the governing body
- Annual review of the Child and Youth Risk Management Strategy
- Full analysis of incidents, complaints and near-misses

Outcomes of reviews are documented and inform updates to policies, procedures and practices.

Complaints Procedure

Suggestions of non-compliance with the College processes may be submitted as complaints under the Pinnacle Academic College Complaints Handling Policy[20].

[16] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*
[17] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*
[18] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*
[19] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*
[20] *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

APPENDIX #1

Contacting Authorities to Make A Report

Immediate Danger: If a child is in immediate danger or a life-threatening situation, call Triple Zero (000) immediately.

Queensland Police – Child Protection Investigation Unit (CPIU), Pine Rivers:
cpiu.pinerivers@police.qld.gov.au (07) 38977239

Child Safety Investigation Unit – Pine Rivers

Child Safety Services: (general abuse and neglect) 1800 811 810

During Business Hours: (Mon-Fri 9am-5pm) Contact the ***Brisbane and Moreton Bay Regional Intake Service on 1300 682 254***

After Hours/Weekends: for urgent after hours (24/7) issues contact ***Child Safety After Hours Service Centre on 1800 177 135***

Family and Child Connect: A free service provided by trusted local organisations who work with families, supporting them to care for and protect children at home, by facilitated connection to the right services at the right time. **13 32 64**

Aboriginal and Torres Strait Islander Family Wellbeing Services: A free and confidential complete service for Aboriginal and Torres Strait Islander families, providing access support to improve social, emotional, physical and spiritual wellbeing of families to allow better care and protection of children.

APPENDIX # 2

Examples of forms of abuse

TYPES OF ABUSE **Actions/behaviours by perpetrator**	**RESULTING HARM** **Impact experienced by the child**
Physical abuse • Hitting • Shaking • Burning/scalding • Biting • Causing bruise or fractures by excessive discipline • Poisoning • Giving children alcohol, illegal drugs or inappropriate medication • Domestic and family violence	Physical • Bruising • Fractures • Internal Psychological • Learning and developmental delays • Impaired self-image Emotional • Depression • Hypervigilance • Poor self-esteem • Self-harm • Fear/anxiety *This is not a complete list of the types of abuse and resulting harm that may be experienced by children and young people, however it is to be used as a predictive tool for potential signs of harm. Each child's experience is different and depends on a range of factors, including the child or young person's age, the nature of harm, how long the abuse has been occurring, their relationship to the abuser, and their support networks.*
Psychological or Emotional abuse • Scapegoating • Persistent rejection or hostility • Constant yelling, insults or criticism • Cultural affronts • Teasing/bullying/cyberbullying • Domestic and family violence	
Neglect • Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision • Leaving children unattended • Children missing school	
Sexual abuse or exploitation • Kissing or holding a child in a sexual manner • Exposing a sexual body part to a child • Exposing children to sexual acts or pornography • Making obscene phone calls or remarks to a child • Having sexual relations with a child or young person under 16 years of age	

APPENDIX # 3

Incident Reporting Form Template

All incident reports can be completed in Sentral under Wellbeing and Child Safety Concerns. Please ensure all reports are treated as confidential. Alternatively, you may use the template provided below.

INCIDENT REPORT FORM

Pinnacle Academic College

*All incident reports are stored **confidentially** and **securely.***

This report form can be used by a child / young person or their family if they disclose an allegation of abuse or safety concern in our organisation. Our staff and volunteers can also use this form to record disclosures or suspicions of harm. The Child Protection Policy must be adhered to.

DETAILS OF PERSON/S COMPLETING THE INCIDENT REPORT FORM:

Please tick any relevant boxes below that describe who you are:

☐ Parent / Caregiver ☐ Child / Young Person ☐ Volunteer ☐ Staff Member ☐ Anonymous

Name/s: _____ _____

Contact/s: _____ _____

Signature/s: _____ _____

Date: _____ _____

I / we have internally reported this to: _____

I / we have reported to the external authority: select

REPORTER PRIVACY

Does the incident reporter/s wish to remain anonymous?

☐ **Yes** ☐ **No**

Contact Information		
Teneika Hogan, Principal, Pinnacle Academic College	Contact a PAC staff member that you are comfortable addressing the incident or concern with. Refer to the below contacts if in immediate danger.	Teneika.hogan@pac.qld.edu.au 07 2103 2357
Timothy Limmer, Board Chairperson, Pinnacle Academic College	Report must be made as soon as possible to the governing body chair as per the Child Protection Policy.	chairperson@akademeia.com.au
Child Safety Services	Child Safety (Department of Families, Seniors, Disability Services and Child Safety) is the Queensland authority responsible for child protection. Staff must report concerns in accordance with school procedures, and where required, a report will be made to Child Safety via the online reporting form: https://secure.communities.qld.gov.au/cbir/ChildSafety#	Child Safety Services is to report general neglect and abuse phone: 1800 811 810 After hours service: 1800 177 135
Queensland Police	Where the child or youth is in immediate danger or life-threatening situation. Read more about Alternative Reporting Options (ARO) or visit https://www.police.qld.gov.au/units/victims-of-crime/support-for-victims-of-crime/reporting-a-sexual-assault.	**000** (triple zero)
Policelink	Where child or youth has been, or is likely to become, a victim of criminal offence against the person. Find out about Child Protection or visit https://www.police.qld.gov.au/units/victims-of-crime/child-protection.	**13 14 44**

INCIDENT REPORT FORM

Before you proceed, check you have (where appropriate or necessary):



☐ Removed the child / young person from the source of harm

☐ Removed the person who is subject of the allegation as the source of harm

☐ Moved to a suitable environment, free of distractions

☐ Let the child use their own words to explain what has occurred

☐ Reassured the child / young person that it is OK that they have told you what has been happening

☐ Addressed any concerns about the child / young person's safety

☐ Reassured the child / young person that they are not at fault and not the cause of any distress you may feel

☐ Provided the child with an incident report form to complete (where appropriate) or offered to complete it together.

CHILD/CHILDREN DETAILS:

Name(s) of child / young persons: _____ Sex descriptor_____ DOB_____

_____ Sex descriptor_____ DOB_____

_____ Sex descriptor_____ DOB_____

_____ Sex descriptor_____ DOB_____

Language(s) spoken by the child / young person: _____

Does the child / young person identify as Aboriginal or Torres Strait Islander?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Does the child / young person have any disabilities, mental or physical health concerns?

_____

_____

_____

_____

_____

Family Background / any known previous history of suspected abuse (prior to this incident, relevant information with parenting or care arrangements and sibling names and ages):

_____

_____

_____

_____

_____

INCIDENT REPORT FORM

INCIDENT DETAILS:

Date occurred: Click here to enter a date.

Time occurred: _____

Location: _____

Name of the Alleged Person: _____

Gender of the Alleged Person: _____

DOB (if known): _____

Relationship to child (if any): _____

Contact/s (if known): _____

Address (if known): _____

INCIDENT CATEGORY

☐ **Physical Abuse** ☐ **Neglect**
☐ **Sexual Abuse**
☐ **Emotional/Psychological Abuse**

Did the child require First Aid?
☐ **Yes** ☐ **No**

Details of First Aid Provider:
Click here to enter text.

Did emergency services attend?
☐ **Yes** ☐ **No**

INDICATORS / RED FLAGS TO REPORT

☐ **Physical Indicators** ☐ **Behavioural Indicators** ☐ **Patterns of escalation leading up to a disclosure or suspicion**

Details: _____

INCIDENT DETAILS (continued):

Description of the incident (what did you see? What was reported to you? Any other relevant information):

_____

Reports directly from the child (Use the child / young persons exact words, or specific details the child / young person provided):

_____

Who was involved? (List all parties involved in the incident as well as any parties who were referred to during the disclosure): _____

INCIDENT REPORT FORM

Immediate action taken (Include step by step the response you took and include times and contact information for parties who were contacted):

Have you removed the child / young person from harm? **Yes** ☐ **No** ☐

Did you removed the person who is subject of the allegation as the source of harm? **Yes** ☐ **No** ☐

_____

_____

_____

_____

_____

_____

_____

_____

NOTIFICATION

Was the child / young person's parents/caregiver contacted?

☐ **Yes** ☐ **No**

Name of Parents / Caregivers:

_____

Contact Details of Parents / Caregivers:

_____

Date & Time of contact:

_____

If no action, provide reason/s why:

_____

_____

_____

_____

_____

_____

_____

INCIDENT REPORT FORM

Internal use only:

Date Received: _____

Receiving Person/s name: _____

Action Taken in response (Any further follow up required with authority, support for reporter, debriefing, reviews/ adjustments to policies):

_____

_____

_____

_____

_____

Outcomes (What has happened because of this report)

_____

_____

_____

_____

_____

Incident finalised: ☐ **Yes** ☐ **No**

Finalised by: _____

Signature/s: _____

Date: _____

REVIEW: (to occur 4-6 weeks after the incident, suspicion, or disclosure)

Current Safety & Wellbeing of the child/young person	Current Wellbeing of other children who may be impacted by the abuse	Current wellbeing of the persons who witnessed/reported the abuse
Is the child/young person safe from abuse and harm? ☐ **Yes** ☐ **No**	Are there any other children who may be impacted by the abuse? ☐ **Yes** ☐ **No**	Does the person who made the report require any support? ☐ **Yes** ☐ **No**
If not, consider the need to make a further report.	If yes, have their needs been met?	If yes, has this support been provided?

Further details/other learnings:

_____

_____

_____