

# Work Health and Safety Policy

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<b>Purpose:</b>	The purpose of this policy is to outline The School of Total Education governance framework for achieving excellence in health and safety and the protection of the environment in which it operates	
<b>Scope:</b>	The School of Total Education’s board, all officers, all workers and other persons at the school, including students and parents	
<b>Status:</b>	Approved	<b>Supersedes:</b> Work Health and Safety Policy 2016
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> 16/6/2022
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u>Work Health and Safety Act 2011 (Qld)</u></li> <li>• <u>Work Health and Safety Regulation 2011 (Qld)</u></li> <li>• <u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u></li> <li>• <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u></li> <li>• The School of Total Education Risk Management Strategy</li> <li>• The School of Total Education Child Risk Management Strategy</li> <li>• The School of Total Education Incident Reporting Form</li> <li>• The School of Total Education Anti-Bullying Policy</li> <li>• The School of Total Education Complaints Handling Policy</li> <li>• Other related policies</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> 16/6/2023
<b>Policy Owner:</b>	School Governing Body	

## Policy Statement

The School of Total Education is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as students, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011* (Qld) and the *Work Health and Safety Regulation 2011* (Qld), this means that The School of Total Education will ensure, so far as is reasonably practicable:

- that the school complies with all legislation relating to health and safety;
- to eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- to provide information, instruction and training to enable all workers to work safely;
- to supervise workers to ensure work activities are performed safely;
- to consult with and involve workers on matters relating to health, safety and wellbeing;
- to provide appropriate safety equipment and personal protective equipment;
- to provide a suitable injury management and return to work program

This commitment is in line with The School of Total Education's responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011*.

## Definitions

Definitions relevant to this policy include:

- Person Conducting a Business or Undertaking
- Officer
- Dangerous incident
- Due diligence
- Health and safety representative
- Reasonably practicable
- Serious injury or illness
- Worker

## Responsibilities

The School of Total Education acknowledges that a duty under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* cannot be transferred or delegated to another person.

The School of Total Education also acknowledges that in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

1. More than one person can concurrently have the same duty
2. Each duty holder must comply with that duty to the standard required by the legislation even if another duty holder has the same duty

3. If more than one person has a duty for the same matter, each person—
  - a. retains responsibility for their duty in relation to the matter; and
  - b. must discharge their duty to the extent to which they have the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity; and
  - c. must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter

The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

### **Person Conducting a Business or Undertaking**

In its legal role as a *Person Conducting a Business or Undertaking*, The School of Total Education must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

The School of Total Education will ensure, so far as is reasonably practicable, the health and safety of:

- a. Workers engaged, or caused to be engaged by the school; and
  - b. Workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
2. The School of Total Education will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the school.
  3. The School of Total Education will also ensure, so far as is reasonably practicable—
    - a) the provision and maintenance of a work environment without risks to health and safety; and
    - b) the provision and maintenance of safe plant and structures; and
    - c) the provision and maintenance of safe systems of work; and
    - d) the safe use, handling and storage of plant, structures and substances; and
    - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities; and
    - f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the school; and
    - g) that the health of workers and the conditions at the school are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the school.
  4. The School of Total Education will ensure, so far as is reasonably practicable, that the school, the means of entering and exiting the school and anything arising from the school are without risks to the health and safety of any person.
  5. The School of Total Education will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
  6. The School of Total Education will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation

7. The School of Total Education will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation
8. The School of Total Education governing body must also undertake its role and responsibilities under the *Education (Accreditation of Non-State Schools) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

### **Officers**

In their legal role as Officers, The School of Total Education's board members, principal and members of the senior executive team must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. If The School of Total Education has a duty or obligation under the legislation, an officer will exercise due diligence to ensure that the school complies with that duty or obligation.
2. Due diligence includes taking reasonable steps—
  - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
  - b. to gain an understanding of the nature of the operations of The School of Total Education and generally of the hazards and risks associated with those operations; and
  - c. to ensure that The School of Total Education has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the school; and
  - d. to ensure that The School of Total Education has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
  - e. to ensure that The School of Total Education has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
  - f. to verify the provision and use of the resources and processes mentioned above.

### **Workers**

In their legal role as Workers, employees of The School of Total Education, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The School of Total Education to allow compliance with the legislation; and
4. co-operate with any reasonable policy or procedure of The School of Total Education relating to health or safety at the school, that has been notified to workers.

## **Responsibilities of Others at the School**

In their legal role as Other Persons at the school, board members, students, parents and visitors, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by The School of Total Education

## **Implementation**

### **Implementation under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011***

In practice, The School of Total Education's commitment to protecting workers and other persons against harm to their health and safety means that it will implement the following measures in line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- A risk management process
- Provide information, training, instruction and supervision
- Provide a process for consultation, cooperation and issue resolution

Further details of these measures are provided below.

### **Risk management process**

The School of Total Education's Risk Management Strategy provides further guidance on the process and approach to managing risks at the school.

### **Provide information, training, instruction and supervision**

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, The School of Total Education will ensure that appropriate information, training, instruction and supervision is provided to workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

- The nature of the work carried out by the worker; and
- The nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and
- The control measures implemented.

The School of Total Education will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

The School of Total Education's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to workers at the school.

### **Provide for consultation, cooperation and issue resolution**

The School of Total Education acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking, who are or are likely to be, directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person, must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

The School of Total Education will consult with workers in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
- b) when making decisions about ways to eliminate or minimise those risks;
- c) when making decisions about the adequacy of facilities for the welfare of workers;
- d) when proposing changes that may affect the health or safety of workers;
- e) when making decisions about the procedures for—
  - (i) consulting with workers; or
  - (ii) resolving work health or safety issues at the workplace; or
  - (iii) monitoring the health of workers; or
  - (iv) monitoring the conditions at any workplace under the management or control of The School of Total Education; or
  - (v) providing information and training for workers; or
- f) when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, The School of Total Education will ensure:

- a) that relevant information about the matter is shared with workers; and
- b) that workers be given a reasonable opportunity—
  - (i) to express their views and to raise work health or safety issues in relation to the matter; and
  - (ii) to contribute to the decision-making process relating to the matter; and
- c) that the views of workers are taken into account by The School of Total Education
- d) that the workers consulted are advised of the outcome of the consultation in a timely way; and
- e) that records of the consultation process and outcome are retained

The School of Total Education Complaints Handling Policy and Procedures provide further guidance on resolving work health and safety issues.

### **Training E**

The School of Total Education school will train its staff on this policy and any related processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually.

### **Implementing the Processes**

The School of Total Education will ensure it is implementing this policy and any related processes relating to the health, safety and conduct of staff and students by auditing compliance with this policy and related processes annually.

### **Accessibility of Processes**

This policy and any related 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 administration.

### **Complaints Procedure**

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under The School of Total Education Complaints Handling Policy.

### **Compliance and Monitoring**

In line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* and its duties The School of Total Education is committed to monitoring the health of workers and the conditions at the school.

The School of Total Education has implemented an Incident Reporting Form which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. The School of Total Education will regularly monitor, collate and report on hazards and incidents in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

The School of Total Education is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.

## **Child Risk Management Strategy**

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<b>Purpose:</b>	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.	
<b>Scope:</b>	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.	
<b>Status:</b>	Approved	<b>Supersedes:</b> 01/11/2016
<b>Authorised by:</b>	School Board Chairperson	<b>Date of Authorisation:</b> 02/03/2022
<b>References:</b>	<ul style="list-style-type: none"><li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li><li>• <a href="#">Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</a></li><li>• <a href="#">Child Protection Act 1999 (Qld)</a></li><li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li><li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li></ul>	

	<ul style="list-style-type: none"> <li>• <a href="#"><u>Education (General Provisions) Act 2006 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u></a></li> <li>• <a href="#"><u>Education (Overseas Students) Regulation 2014 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Queensland College of Teachers) Act 2005 (Qld)</u></a></li> <li>• <a href="#"><u>Education and Care Services National Law (Queensland)</u></a></li> <li>• <a href="#"><u>Education and Care Services National Regulations</u></a></li> <li>• Blue Card Services <a href="#"><u>Child and Youth Risk Management Strategy Toolkit</u></a></li> <li>• <a href="#"><u>Restricted Person Declaration Form</u></a></li> <li>• The School of Total Education Food Allergy Management Plan</li> <li>• The School of Total Education Sun Protection Plan</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> 16/6/2022
<b>Policy Owner:</b>	School Governing Body	

## Policy Statement and a Statement about Commitment

The School of Total Education is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. <sup>1</sup>

### Implementation

In practice, The School of Total Education's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000* (Qld) ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

### Code of Conduct

At The School of Total Education we expect our employees to conduct themselves as follows:

School employees are expected to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student. Where this is unavoidable in our small school, care should be taken to
  - Have the door open or if this is not feasible, have the blinds/curtains open
  - Ensure there is another person in the building
  - Not meet after school hours.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student, this includes "friending" or "following" on social media accounts such as Facebook, Instagram, Snapchat or Tiktok.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of The School of Total Education fulfilment of the requirements of the Regulations S3(1)(b).

### Recruitment, Selection, Training and Management Procedures

The School of Total Education is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, The School of Total Education will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of

the service provided to students, and the experience and qualifications required by the successful applicant.

- Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees to improve their performance in a positive manner.
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
  - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - the school's policies and procedures
    - identifying, assessing and minimising risks to students
    - handling a disclosure or suspicion of harm to a child.
  - Keeping a record of the training provided to employees.
  - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of The School of Total Education fulfilment of the requirements of the Regulations S3(1)(c).

### **Handling Disclosures or Suspicions of Harm**

Any of the types of concerns or reports below should be reported and managed under The School of Total Education Child Protection Policy and the Child Protection Procedure, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse
- teachers with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of The School of Total Education will report to the Queensland College of

Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

This commitment is evidence of The School of Total Education fulfilment of the requirements of the Regulations 3(1)(d).

### **Managing Breaches of this Child Risk Management Strategy**

The School of Total Education is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct, Complaints Handling Policy, Grievance Policy - Staff and Procedures and Enterprise Bargaining Agreement or equivalent, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

### **Implementing and Reviewing the Child Risk Management Strategy**

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state The School of Total Education commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to review.

### **Blue Card Policies and Procedures**

The School of Total Education is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, The School of Total Education will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with The School of Total Education position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Submit a *No longer with organisation* form when appropriate
- Appoint a school contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of The School of Total Education fulfilment of the requirements of the Regulations S3(1)(f)(ii).

## **High Risk Management Plans**

The School of Total Education is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. The School of Total Education will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

The School of Total Education has identified two areas of risk and implemented a specific plan for the management of food allergies (please refer to [Food Allergy Management Plan](#)) and implemented a sun protection plan (refer to [Sun Protection Plan](#)).

This commitment is evidence of The School of Total Education fulfilment of the requirements of the Regulations S3(1)(g).

## **Strategies of Communication and Support**

The School of Total Education commitment to making this Child Risk Management Strategy available to students, parents and employees via its school website is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(i).

The School of Total Education is committed to training employees in relation to risks to students and will conduct this training regularly via informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(ii).

## **Responsibilities**

The School of Total Education is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at The School of Total Education are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

## **Compliance and Monitoring**

The School of Total Education is committed to the annual review of this Strategy. The School of Total Education will also record, monitor and report to the school board and others as appropriate regarding any breaches of the Strategy.

In addition, The School of Total Education is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

## **Related Documents**

- The School of Total Education Child Protection Policy
- The School of Total Education Complaints Handling Policy
- The School of Total Education Blue Card Register
- The School of Total Education Risk Management Framework
- The School of Total Education Child Protection Procedures
- The School of Total Education Complaints Handling Procedures
- The School of Total Education Employee Code of Conduct
- The School of Total Education Food Allergy Management Plan
- The School of Total Education Sun Protection Plan

## Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource

## Appendices

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Report of Suspected Harm or Sexual Abuse Form

# Appendix 1

## Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
<b>All staff</b>	Sexual	Awareness or a suspicion  Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
<b>Teacher</b>	Sexual and physical	Significant harm  Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
<b>All staff</b>	Physical, psychological, emotional, neglect, exploitation	Significant harm  Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
<b>All staff</b>	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
<b>Principal</b>	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
<b>Any member of the public</b>	Any	Significant harm  Parent may not be willing and able	Child Safety	CPA section 13A

## Appendix 2

### Private and Confidential

#### Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Is the student in out of home care? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

**PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE** (Attach extra pages if necessary).

**Details of any harm and/or sexual abuse to the student** – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse

Additional information provided as an attachment YES  NO

Name of staff member making report if not the Principal:

Position:	Signature:	Date:
Principal:	Signature:	Date:

Principal's email address:

Response requested by school:

**ACTION TAKEN**

Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

**Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.**

