

REPORTING CONCERNS OF HARM & ABUSE

VERSION 4

AUGUST 2026



SILVER LINING FOUNDATION
A U S T R A L I A

REPORTING CONCERNS OF HARM & ABUSE POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

Purpose:	The purpose of this policy is to provide written processes about – a) how SLFA Schools will respond to harm, or allegations of harm, to students under 18 years; and b) the appropriate conduct of the SLFA’s School staff and students to comply with accreditation requirements under the <i>Education (Accreditation of Non-State Schools) Regulation 2017</i> (Qld), section 16.		
Scope (policy applies to):	SLFA Board of Directors (the School’s Governing Body), students and staff – including full-time, part-time, permanent, fixed term and casual staff, as well as contractors, volunteers and people undertaking work experience or vocational placements at SLFA Schools.		
School Accreditation and Governance Requirements:	To attain and maintain accreditation, a school must implement written processes about how a school will respond to harm and abuse or allegations of harm or abuse to students and the appropriate conduct of staff and students. Processes for reporting must comply with sections 366 and 366A of the <i>Education (General Provisions) Act 2006</i> (Qld) and section 13E of the <i>Child Protection Act 1999</i> (Qld).¹ The Reporting Concerns of Harm & Abuse Policy is a <u>mandatory</u> policy required for school accreditation and legal purposes. Mandatory policies are those that a School’s Governing Body is responsible for overseeing as part of their governance responsibilities.		
Policy Status:	Version 4 - Approved	Supersedes:	Version 3 – March 2026
Authorised by:	School’s Governing Body – SLFA Board of Directors	Date of Authorisation:	August 2026
References and Related Policies:	<u>Legislation:</u> → Child Protection Act 1999 (Qld) → Child Protection Regulation 2023 (Qld) → Child Safe Organisations Act 2024 (Qld) → Child Safe Organisations Regulation 2025 (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) → Education (Queensland College of Teachers) Act 2005 (Qld) → Working with Children Check Act 2000 (Qld) → Working with Children (Risk Management and Screening) Regulation 2020 (Qld) → Work Health and Safety Act 2011 (Qld) → Criminal Code Act 1899 (Qld) (sections 229BB and 229BC) <u>SLFA Policy and Procedure:</u> → Complaints Handling Policy → Staff Code of Conduct Policy → Work Health and Safety Policy → Student Safety and Wellbeing Policy → Child Protection Report Form <u>Other Resources:</u> Queensland College of Teachers (‘QCT’) Professional Boundaries: A Guideline for Queensland Teachers QCT Code of Ethics for Teachers in Queensland Queensland Government – Bullying No Way resources. Qld Family & Child Connect (QFCC) – Child Safe Standards, and Reportable Conduct Scheme.		
Review Date:	Annually, or as appropriate to reflect changing legislation and environment.	Next Review Date:	August 2027
Policy Author:	Alison Wale – SLFA Governance & Compliance Officer		
Policy Owner:	SLFA School Governing Body (the SLFA Board of Directors).		

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

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POLICY REVIEW RECORDS

Version Number	Date Authorised / Approved	Review Due Date	Date Reviewed	Review Comments
1	January 2026	January 2027	February 2026	Updated to reflect Non-State Schools Accreditation Board recommendations and align with reporting requirements under the <i>Education (General Provisions) Act 2006</i> (Qld) and the <i>Child Safe Organisations Act 2024</i> (Qld).
2	February 2026	February 2027	March 2026	Updated to reflect Non-State Schools Accreditation Board recommendations received 13 th March 2026 regarding the accreditation application for SLS (Cairns City).
3	March 2026	March 2027	July 2026	Updated with the commencement of the Reportable Conduct Scheme. Staff contact persons updated.
4	August 2026	August 2027		

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STATEMENT OF COMMITMENT TO STUDENT SAFETY & WELLBEING

SLFA and its Schools are committed and dedicated to fostering safe, inclusive environments where learning and wellbeing are linked, ensuring that all students feel secure, respected, and supported to reach their potential.

SLFA and its Schools are committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the School and to protect them from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm to children. We act in accordance with the *Child Safe Organisations Act 2024 (QLD)* and implement the *Child Safe Standards*² and *Universal Principle*³ to create a safe, inclusive, and accountable environment. We listen to students, value their views, and support them to participate in decisions that affect them.

SLFA and its Schools are committed to the safety and inclusion of all students, including those from diverse cultural backgrounds, students with disability, LGBTQIA+ students, and students who may be experiencing vulnerability. We also make a clear commitment to the cultural safety of Aboriginal and Torres Strait Islander students and to providing an environment where their identities, cultures, and connections to Country are respected and upheld.⁴

DEFINITIONS

Harm	(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.⁵
Child	A child is an individual under 18 years. ⁶
Child in Need of Protection	A child in need of protection 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.⁷
Reportable Allegation	A reportable allegation is an allegation or other information that leads a person to form a reasonable belief that a worker of a reporting entity (i.e. SLFA, including its Schools, program and project) has committed –
	(a) reportable conduct; or (b) misconduct that may involve reportable conduct.⁸

² Child Safe Organisations Act 2024 (Qld) s 9.

³ Child Safe Organisations Act 2024 (Qld) s 11.

⁴ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) Sch. 1 reg. 2(1).

⁵ Child Protection Act 1999 (Qld) s 9.

⁶ Child Protection Act 1999 (Qld) s 8.

⁷ Child Protection Act 1999 (Qld) s 10.

⁸ Child Safe Organisations Act 2024 (Qld) s 27(1).

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Reportable Conduct	The following is reportable conduct – (a) a child sexual offence; (b) sexual misconduct committed in relation to, or in the presence of, a child; (c) ill-treatment of a child; (d) significant neglect of a child; (e) physical violence committed in relation to, or in the presence of, a child; (f) behaviour that causes significant emotional or psychological harm to a child.⁹ Reportable conduct may occur and be engaged in as a single act or omission, or as a series of acts or omissions, even if each act or omission does not, of itself, amount to reportable conduct.¹⁰
Sexual Abuse	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.¹¹
Staff	In this policy, refers to full-time, part-time, permanent, fixed term and casual SLFA staff – which includes School staff, as well as contractors, volunteers and people undertaking work experience or vocational placements at or for SLFA or its Schools.

HEALTH AND SAFETY

SLFA Schools have written processes in place to enable it to comply with the requirements of the:

- *Child Safe Organisations Act 2024 (Qld)*,
- *Work Health and Safety Act 2011 (Qld)*, and
- *Working with Children Check Act 2000 (Qld)*.¹²

CONDUCT OF STAFF AND STUDENTS

All SLFA staff, (including people undertaking work experience or vocational placement at SLFA and an SLFA School), as well as contractors and volunteers, will ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students. Staff, contractors and volunteers (including people undertaking work experience or vocational placement) must not cause harm to students.¹³

Staff, (including people undertaking work experience or vocational placement at SLFA and the School), as well as contractors and volunteers, must always ensure that their conduct and relationship with students is not unlawful, unprofessional or inappropriate, and must not engage in physical or emotional abuse or sexual conduct of any nature with a student. It is irrelevant whether the conduct is consensual or non-consensual, or whether the conduct is condoned by parents or carers. The age of the student is also irrelevant.

⁹ Child Safe Organisations Act 2024 (Qld) s 26(1).

¹⁰ Child Safe Organisations Act 2024 (Qld) s 26(3).

¹¹ Education (General Provisions) Act 2006 (Qld) s 364.

¹² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) reg 15.

¹³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) reg 16(1).

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SLFA's **Staff Code of Conduct Policy** sets out expectations of conduct and responsibility to be observed by all SLFA staff (which includes volunteers, and people undertaking work experience or vocational placement).

The Queensland College of Teachers (QCT) [*Professional Boundaries: A Guideline for Queensland Teachers*](#) document and the QCT [*Code of Ethics for Teachers in Queensland*](#) outlines the professional conduct and behaviour required by approved teachers in Queensland.¹⁴ The QCT Professional Boundaries and Code of Ethics guidelines are useful resources that can help inform and guide all SLFA and School staff (e.g. staff other than registered teachers), about appropriate staff-student relationships.

Failure of SLFA and School staff (including volunteers, etc.) to behave in an appropriate manner towards students may result in criminal proceedings and/or disciplinary action, including dismissal.

REPORTING INAPPROPRIATE BEHAVIOUR CAUSED BY A STAFF MEMBER

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to a staff member at their School.

The table below lists the staff that students can report their concerns to at their School. Students can also contact a staff member at the SLFA Head Office Support Team on the contact details below.

Students should also report to a staff member if they consider the behaviour of a contractor, volunteer, work experience or vocational placement person or any other person to be inappropriate.

Students may report concerns of inappropriate behaviour to any other SLFA or School staff member that they feel comfortable talking to – they are not limited to reporting only to staff listed in the table below.¹⁵

SCHOOL NAME	MUNGALLA SLS	SLS (FICKS CROSSING)	YALLORIN YIMBA SLS	Mungalla SLS (CAIRNS)
School Principal	Francesca Savage	Jo Campbell	Toni Simmonds	Nicole Reardon
Teachers	- Tanya Moon - Tania Fragnito	- Shea Watt - Emma Forsythe	- Allison Archie - Jasmin Cutlack - Sue Connor	- Catalina Sanchez - Camille Tanner
Education Support Workers	- Tyreece Stanley - Velma Gara - Gary Kyle	- Neal Shaw - Selina Cook - Farron Crawford - Josephine Miskin - Jerry-Lee Blair	- Keanu Henaway - Tayiesha Tapim-Savage - Edward Savage	- Pepptua Reuben - Lachlan Biondi-Odo - Sandra Billy
Boarding House Parents	- Aryon Crawford - Phoebe Nona - Clinton Pearson			
SLFA Head Office Support Team	- Kristian Wale OAM – SLFA Executive Officer – executive@slfa.edu.au - Catrina Moller – Senior Education Officer – catrina.moller@slfa.edu.au - Alison Wale – Governance & Compliance Officer – alison.wale@slfa.edu.au Phone: 1300 6787 662. (List Current as of Aug 2026)			

¹⁴ <https://cdn.qct.edu.au/pdf/CodeOfEthicsPoster20081215.pdf>

¹⁵ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) regs 16(2) and 16(3).

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DEALING WITH A REPORT OF INAPPROPRIATE BEHAVIOUR CAUSED BY A STAFF MEMBER

A SLFA staff member who receives a report of inappropriate behaviour caused by another staff member to a student must immediately report it to the **School Principal**.

Where the School Principal is the subject of the report of inappropriate behaviour toward the student, the staff member must immediately report it to a **SLFA Director** at chairman@slfa.edu.au¹⁶ and carbon copy into the email the **SLFA Executive Officer** at executive@slfa.edu.au

Reports of inappropriate behaviour by a staff member toward a student will be dealt with under SLFA's *Complaints Handling Policy* in the first instance.

Persons undertaking work experience or vocational placement with SLFA or its Schools, and contractors should follow the same reporting process as staff.

REPORTABLE CONDUCT SCHEME OBLIGATIONS

SLFA and its Schools will comply with its obligations under the *Child Safe Organisations Act 2024* (Qld) by ensuring that reportable allegations and reportable convictions involving workers are:

- (a) reported internally as soon as practicable,
- (b) notified to the Queensland Family and Child Commission (QFCC) within required statutory timeframes:
 - (i) Initial Report within three (3) business days of receiving a reportable conduct report,
 - (ii) Interim Report within 30 business days of receiving a reportable conduct report, and
 - (iii) Final Report as soon as possible after the internal investigation is completed.
- (c) appropriately investigated internally, and
- (d) reported as required under the *Child Safe Organisations Act 2024* (Qld) (e.g. initial report, interim report, etc).¹⁷

The **Head of the Entity** (or their authorised delegate) is responsible for lodging reportable conduct matters with the QFCC.¹⁸

The Head of the Entity for reporting purposes under the Reportable Conduct Scheme is:

- the **SLFA Executive Officer** – Kristian Wale OAM, or
- their authorised delegate – Alison Wale, **SLFA Governance & Compliance Officer**.

Reports or concerns of reportable conduct will be lodged by the Head of the Entity (or their delegate) via the QFCC online portal, or by the completion of a paper form which will be scanned, uploaded, posted or delivered in person to the QRCC.

The Head of the Entity will lodge reportable conduct matters using the appropriate report form available at: <https://www.qfcc.qld.gov.au/forms>

An **Initial Report** 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;

¹⁶ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) reg 16(1)(a), (2)(b).

¹⁷ Child Safe Organisations Act 2024 (Qld) ss 33–37.

¹⁸ Child Safe Organisations Act 2024 (Qld) s 7.

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- (c) the date of birth of the worker, if known;
- (d) the name of the head of the reporting entity (i.e. the SLFA Executive Officer);
- (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 the Child Safe Organisations Regulation 2025 (Qld).¹⁹

QUEENSLAND COLLEGE OF TEACHERS OBLIGATIONS

SLFA and its Schools will comply with its obligations under the *Education (Queensland College of Teachers) Act 2005* (Qld) by notifying the Queensland College of Teachers as soon as practicable after starting to deal with an allegation of harm to a child involving a teacher, and again as soon as practicable once SLFA's dealings with the allegation are concluded.²⁰

A notice when SLFA begins dealing with an allegation of harm to a child involving a teacher must include the following particulars:

- (a) the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
- (b) the name of the relevant teacher;
- (c) the day the employing authority started dealing with the allegation;
- (d) the allegation, particulars of the allegation and any other relevant information;
- (e) details about what actions the employing authority has taken to deal with the allegation.²¹

REPORTING SEXUAL ABUSE

Section 366 of the *Education (General Provisions) Act 2006* (Qld) (the Act) states that if a staff member (the 'first person') of a Non-State school 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; or
- (c) a person with a disability who –
 - (i) under section **420(2)** of the Act, 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 immediately give a written report** about the abuse, or suspected abuse, to the School Principal or, the SLFA Executive Officer (the governing body's delegate for receiving reports and providing those reports to a police officer).²²

The School Principal or SLFA Executive Officer **must immediately give a copy of the report** to a Police Officer.²³

¹⁹ Child Safe Organisations Act 2024 (Qld) s 35.

²⁰ Education (Queensland College of Teachers) Act 2005 (Qld) ss 76–77.

²¹ Education (Queensland College of Teachers) Act 2005 (Qld) s 76(3).

²² Education (General Provisions) Act 2006 (Qld) s 366(1)–(2).

²³ Education (General Provisions) Act 2006 (Qld) s 366(4).

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If the School Principal is the ‘*first person*’ who becomes aware or reasonably suspects sexual abuse, the School Principal **must immediately give a written report** about the abuse, or suspected abuse to a Police Officer, and must also **immediately** give a copy of the written report to the SLFA Executive Officer (the SLFA Board’s delegate) by emailing the report to executive@slfa.edu.au ²⁴

REPORT DETAILS REQUIRED – SEXUAL ABUSE

A written report about sexual abuse under section 366 of the Act requires the following details to be included in the report about sexual abuse:

- (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; and
- (e) any of the following information of which the first person is aware of –
 - (i) the student’s age;
 - (ii) the identity of the person(s) 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.²⁵

Staff should use the SLFA **Child Protection Report Form** to make a written report.

REPORTING LIKELY SEXUAL ABUSE

Section 366A of the Act states that if a staff member of a non-State school (the *first person*) 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; or
- (c) a person with a disability who –
 - (i) under section **420(2)** of the Act 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 immediately** give a written report about their suspicion to the School Principal or a the SLFA Executive Officer (who is the SLFA School governing body’s delegate).²⁶

The School Principal or SLFA Executive Officer **must immediately** give a copy of the report to a Police Officer.²⁷

If the School Principal is the ‘*first person*’ who reasonably suspects likely sexual abuse, the Principal **must immediately** give a written report about the suspicion to a Police Officer and must also **immediately** give a copy of the written report to the SLFA Executive Officer (the SLFA Board’s delegate) by emailing the report to executive@slfa.edu.au²⁸

²⁴ Education (General Provisions) Act 2006 (Qld) s 366(2A)–(2B); Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) reg 16(2)(c).

²⁵ Education (General Provisions) Act 2006 (Qld) s 366(2)(b), (2A)(b), (3); Education (General Provisions) Regulation 2017 (Qld) reg 68(a)–(e).

²⁶ Education (General Provisions) Act 2006 (Qld) s 366A(1)–(2).

²⁷ Education (General Provisions) Act 2006 (Qld) s 366A(6).

²⁸ Education (General Provisions) Act 2006 (Qld) s 366A(3)(a), (4).

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REPORT DETAILS REQUIRED – LIKELY SEXUAL ABUSE

A report about *likely sexual abuse* under section 366A of the Act must include the following details:

- (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 of –
 - (i) the student's age;
 - (ii) the identity of the person(s) 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 abuse.²⁹

DELEGATION OF DIRECTOR'S REPORTING FUNCTION

In accordance with section 366B of *Education (General Provisions) Act 2006* (Qld) (the Act), the SLFA Board of Directors (the governing body for all Silver Lining Schools), by unanimous agreement, have delegated their receiving and reporting function under sections 366 and 366A³⁰ of the Act to the **SLFA Executive Officer – Kristian Wale OAM**, an appropriately qualified individual³¹ who is not a School Principal or staff member of any SLFA Silver Lining School.³²

SLFA EXECUTIVE OFFICER'S REPORTING OBLIGATION

Where the SLFA Executive Officer receives a written report about the sexual abuse, suspected sexual abuse or likely sexual abuse of a student, the SLFA Executive Officer **must immediately** give the written report to a police officer.³³

The SLFA Executive Officer must inform the SLFA Board of Directors whenever they exercise the director's receiving and reporting function, by emailing a copy of the report to the SLFA Board Chair at chairman@slfa.edu.au

RESPONDING TO REPORTS OF HARM

**Phone TRIPLE ZERO (000) immediately, in an emergency,
or if you believe a child is in immediate danger or a life-threatening situation.**

HARM CAUSED BY PHYSICAL OR SEXUAL ABUSE

Section 13E(3) of the *Child Protection Act 1999* (Qld), imposes a **mandatory reporting** obligation on '**relevant persons**' in their professional capacity. Doctors, registered nurses, **teachers**, police officers with child safety responsibilities, child advocacy officers or early childhood education and care professionals are *relevant persons* under section 13E(1) of the *Child Protection Act 1999* (Qld).³⁴

²⁹ Education (General Provisions) Regulation 2017 (Qld) regs 69(a)–(d) and 16(2)(c)(ii); Education (General Provisions) Act 2006 (Qld) s 366A(2)(b), (3)(b), (5).

³⁰ Education (General Provisions) Act 2006 (Qld) ss 366(4), 366A(6) and 366B(7).

³¹ Education (General Provisions) Act 2006 (Qld) s 366B(4).

³² Education (General Provisions) Act 2006 (Qld) s 366B(4A).

³³ Education (General Provisions) Act 2006 (Qld) ss 366(2), (4), 366A(2), (6).

³⁴ Child Protection Act 1999 (Qld) s 13E(1).

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If a relevant person forms a **reportable suspicion**³⁵ about a child in the course of their engagement as a relevant person, they must give a written report to the Chief Executive of the [Department responsible for administering Child Safety in Queensland](#) (or another department administering the *Child Protection Act 1999* such as the [Child Safety Regional Intake Service](#)).³⁶

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.³⁷

The doctor, nurse teacher, police officer with child safety responsibilities, early childhood education and care professional, or child advocacy officer must give a written report to the Chief Executive of the [Department responsible for administering Child Safety in Queensland](#) (i.e. Child Safety) or another department administering the *Child Protection Act 1999* (Qld).³⁸

A copy of the report must also be given to the School Principal (who will give a copy of the report to the SLFA Executive Officer – the SLFA Board of Director’s delegate).

REPORT DETAILS REQUIRED - REPORTABLE SUSPICION

A mandatory report to the Chief Executive of the Department responsible for administering Child Safety in Queensland must include the following details:

- (a) the basis on which the relevant person has formed the reportable suspicion;³⁹
- (b) the child’s name, age and sex descriptor – male, female or any other descriptor of sex (e.g. agender, genderqueer, non-binary, etc.);⁴⁰
- (c) details of how to contact the child (e.g. address where the child usually lives or the School’s name and address where the child attends);
- (d) details of the harm to which the reportable suspicion relates;
- (e) particulars of the identity of the person(s) suspected of causing the child to have suffered, suffer, or be at risk of suffering the harm to which the reportable suspicion relates; and
- (f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.⁴¹

LODGING A REPORT TO CHILD SAFETY

SLFA Teachers (or other staff who are relevant persons) with mandatory reporting obligations under section 13E of the *Child Protection Act 1999* (Qld) can submit a report by:

- Completing a report in their capacity as a professional via the **online report form** at <https://secure.communities.qld.gov.au/cbir/ChildSafety#>, or
- Contacting their relevant [Child Safety Regional Intake Service](#) and speaking with professional trained child protection staff about their concerns and lodging a report with them.

³⁵ Child Protection Act 1999 (Qld) s 13E(2).

³⁶ Child Protection Act 1999 (Qld) ss 13E (3), 13G; Education (Accreditation of Non-State Schools) Regulation 2017 reg 16 (2)(d).

³⁷ Child Protection Act 1999 (Qld) s 13E(2).

³⁸ Child Protection Act 1999 (Qld) s 13E(3), 13G; <https://cspm.csyw.qld.gov.au>

³⁹ Child Protection Act 1999 (Qld) s 13G(2)(a).

⁴⁰ Child Protection Regulation 2023 (Qld) Schedule 3 – definition of ‘sex descriptor’.

⁴¹ Child Protection Act 1999 s 13G(1)–(2); Child Protection Regulation 2023 (Qld) reg 4.

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Silver Lining Foundation Australia Ltd – Silver Lining Schools

REGIONAL INTAKE SERVICES (CHILD SAFETY SERVICE CENTRES)

SLFA Teachers can contact the Department of Families, Seniors, Disability Services and Child Safety (aka 'Child Safety') via the Regional Intake Services office (RIS) relevant to their school to discuss their concerns or seek guidance about a child safety matter.

Business Hours for RIS are 9am to 5pm Monday to Friday.

For emergencies outside business hours - contact the [Child Safety After Hours Service Centre](#) on **1800 177 135** (free call, Qld). The service operates 24 hours a day, 7 days a week.

RIS locations for Silver Lining Schools:

→ **North Queensland RIS – Mungalla Silver Lining School AND Yallorin Yimba Silver Lining School**

- North Qld RIS main number – 1300 706 147
- Townsville Investigation & Assessment Child Safety Centre – Ph (07) 4796 6400
- Townsville North & Hinchinbrook Child Safety Service Centre – Ph (07) 4796 6502
- Townsville South & Burdekin Child Safety Service Centre – Ph (07) 4796 6200
- Townsville West & Charters Towers Child Safety Service Centre – Ph (07) 4796 6300

→ **South West RIS – Silver Lining School (Ficks Crossing)**

- South West (Darling Downs) RIS main number – 1300 316 855
- South Burnett Child Safety Service Centre (Kingaroy) – Ph (07) 4164 0900

→ **Far North Queensland RIS – Silver Lining School (Cairns City)**

- Far North Qld RIS main number – 1300 684 062
- North Cairns and Lower Cape Child Safety Service Centre – Ph (07) 4255 7300

HARM CAUSED BY PSYCHOLOGICAL OR EMOTIONAL ABUSE OR NEGLECT

When SLFA or its Schools receive any information alleging 'harm'⁴² 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 School Principal to Child Safety.⁴³

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](#).

⁴² Education (Accreditation of Non-State Schools) Regulation 2017 reg 16(7) Note: Definition of 'harm' under the Regulations is the same as section 9 of the Child Protection Act 1999 (Qld).

⁴³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s 16(1)(a).

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Silver Lining Foundation Australia Ltd – Silver Lining Schools

RESPONSIBILITIES UNDER CRIMINAL CODE ACT 1899 (QLD)

**Phone TRIPLE ZERO (000) immediately, in an emergency,
or if you believe a child is in immediate danger or a life-threatening situation.**

The *Criminal Code Act 1899* (Qld) (the ‘Code’) includes two offences that relate to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence.⁴⁴ A child sexual offence is an offence of a sexual nature by an **adult**⁴⁵ against a child under 16 years of age, or a person with an impairment of the mind.⁴⁶

FAILURE TO REPORT

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 gaining information that leads the adult to believe on reasonable grounds, or ought reasonably lead the adult to believe that a child sexual offence is being or has been committed against a child by another adult.⁴⁷

Failure to make a report without a reasonable excuse is a criminal offence that can lead to imprisonment.⁴⁸ This criminal offence applies to all adults – inclusive of students and young people who are 18 years or older, as well as parents, carers, guardians, volunteers, people who are undertaking vocational placement of work experience at the School or SLFA and visitors or contractors engaged to deliver services to or work with students and young people at the School.

A *reasonable excuse* not to make a report to police under the Code includes that a report has already been made under the *Education (General Provisions) Act 2006* (Qld) (reporting of sexual abuse of likely sexual abuse) and the *Child Protection Act 1999* (Qld) (reporting significant harm or risk of significant harm) in accordance with the reporting requirements under this Policy.⁴⁹

FAILURE TO PROTECT

Under **section 229BB** of the Code, all adults in a position of power or responsibility within an institution will be held to have committed a crime by failing to protect a child from a sexual offence if the adult fails to take reasonable steps to remove or reduce the risk of the child sexual offences being committed.

A failure to protect is a criminal offence that can lead to imprisonment.⁵⁰

An adult’s failure to protect a child from a sexual offence occurs when:

- (a) the adult knows there is a significant risk that another adult (the *alleged offender*) will commit a child sexual offence in relation to a child; and
- (b) the alleged offender is associated with an institution or is a regulated volunteer; and
- (c) the child is under the care, supervision or control of an institution; and
- (d) the child is either – under 16 years of age or a person with an impairment of the mind; and
- (e) the adult has the power or responsibility to reduce or remove the risk (of another adult committing a child sexual offence in relation to a child); and

⁴⁴ Criminal Code Act 1899 (Qld) ss 229BB, 229BC; <https://www.qld.gov.au/justice/crime-and-criminal-history/crime/failing-to-report-child-abuse>

⁴⁵ The age of majority under the Law Reform Act 1995 (Qld) is 18 years of age.

⁴⁶ Criminal Code Act 1899 (Qld) Schedule 1, Chapter 22, s 207A and Chapter 32.

⁴⁷ Criminal Code Act 1899 (Qld) s 229BC(1).

⁴⁸ Criminal Code Act 1899 (Qld) s 229BC(2).

⁴⁹ Criminal Code Act 1899 (Qld) s 229BC(4).

⁵⁰ Criminal Code Act 1899 (Qld) s 229BB(1).

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- (f) the adult wilfully or negligently fails to reduce or remove the risk (of another adult committing a child sexual offence in relation to a child).

For the purposes of Section 229BB of the Code, an ‘**institution**’ includes SLFA, SLFA Schools, Projects and Programs and their staff, volunteers, persons undertaking work experience or student placement at the School, contractors or other persons engaged to deliver child related activities, SLFA Board Directors and any other adult involved in the management or control of SLFA and its Schools.

TYPES AND SIGNS OF ABUSE

The following indicators of signs of abuse is not an exhaustive list. The [Queensland Government](#) provides more comprehensive information about abuse and the [types of child abuse](#) and how to recognise the signs and indicators.⁵¹

Further guidance about child sexual abuse is available from various government agencies and departments at <https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/child-sexual-abuse/child-sexual-abuse-help>

Abuse, neglect and exploitation can take many forms. Being aware of common indicators may improve your ability to recognise and respond to them. Although no single behaviour is an absolute indicator of abuse, neglect and exploitation, some examples are included as follows in this policy.⁵²

Reminder!

- Child abuse (harm to a child) can be a single incident or several incidents that take place over time.
- The *Child Protection Act 1999* (Qld) focuses on the impact of the abuse on the child, rather than how often the abuse has occurred. In particular, whether the child has suffered significant harm, is suffering significant harm, or is at risk of suffering significant harm.⁵³

The *Child Protection Act 1999* (Qld) also looks at whether a child who has been harmed has a parent who is able and willing to protect them. Harm under the *Child Protection Act 1999* (Qld) is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.⁵⁴

TYPES OF ABUSE

PHYSICAL ABUSE

[Physical abuse](#) happens when a child has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries. Examples of physical abuse include:

- Hitting
- Shaking
- Choking
- Smothering
- Throwing
- Burning
- Biting
- Poisoning

⁵¹ <https://secure.communities.qld.gov.au/cbir/PrescribedEntityChildSafetyReport;https://www.dcssds.qld.gov.au/our-work/child-safety/resources-publications>

⁵² <https://www.families.qld.gov.au/our-work/disability-services/preventing-responding-abuse-neglect-exploitation/identifying-abuse-neglect-exploitation/indicators-signs>

⁵³ <https://www.families.qld.gov.au/our-work/child-safety/protecting-children/child-abuse>

⁵⁴ <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010#sec.9>

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- Using physical restraints.

Physical abuse does not always leave visible marks or injuries. It is not how bad the mark or injury is, but rather the act itself that causes the injury or trauma to the child.

SEXUAL ABUSE

Child sexual abuse happens when an adult, teenager or another child in a position of power or authority over the child, uses that power or authority to involve the child in sexual activity. Sexual abuse can occur in person, over the phone or online – it can include non-contact and contact activities. Examples of child sexual abuse includes (but is not limited to):

- Kissing, holding or fondling a child in a sexual way
- Exposing genitals to a child
- Talking in a sexual way that's not appropriate for the child's age
- Making obscene phone calls, text messages or remarks
- Persistently intruding on a child's privacy
- Penetrating a child's vagina or anus by penis, finger or other object
- Showing pornographic videos or images to a child
- Having a child pose or behave in a sexual way
- Forcing a child or young person to watch a sexual act
- Coercing a child or young person to perform a sexual act on themselves, another child, or with an adult
- Oral sex
- Rape / statutory rape (having sex with a child under 16 years of age)
- Incest
- Child prostitution.

EMOTIONAL ABUSE

Emotional abuse happens when a child is treated in a way that negatively impacts their social, emotional or intellectual development. Emotional abuse can be caused by:

- Rejection
- Name calling, teasing or bullying
- Yelling
- Criticism
- Isolation or locking a child up for extended periods
- Exposure to domestic and family violence.

Experiencing domestic and family violence can also lead to emotional harm. A child who experiences violence at home is at greater risk of not having their basic needs met, including their protection and care needs. Domestic and family violence can:

- Affect a child's emotional wellbeing and development
- Teach them that violence is a solution to problems
- Cause post-traumatic stress disorder.

NEGLECT

Neglect happens when a child's basic needs are not met, affecting their health and development. Basic needs include:

- Food (e.g. Being provided with sufficient food)
- Housing and clean living conditions (e.g. Being provided with a safe or hygienic home)
- Health care (e.g. Receiving medical treatment or care)

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- Adequate clothing (e.g. Being provided with sufficient and warm clothing in winter)
- Personal hygiene
- Adequate supervision.

SIGNS OF ABUSE

Physical

- Broken bones or unexplained bruising or burns in different stages of healing.
- Being unable to explain an injury or giving inconsistent, vague or unlikely explanations for an injury.
- Having unusual or unexplained internal injuries.
- History of family violence.
- Delay between injury and seeking medical assistance.
- Repeated visits to the doctor with injuries, poisoning or minor complaints.
- Being unusually frightened of a parent or carer.
- Wearing inappropriate clothing in warm weather (to hide bruises, cuts or marks).
- Avoiding physical contact.
- Becoming scared when other children cry or shout.
- Being excessively friendly to strangers.
- Starting fires or being fascinated with fire.
- Destroying property.
- Hurting animals.

Sexual

Children who've been sexually abused may exhibit changes in emotions or behaviour, or display physical signs of sexual abuse. This may include:

- Knowing more about sexual activities than other children their age
- Playing in a sexual way
- Masturbating more than what's typical for their age and stage of development
- Refusing to undress for activities or wear additional layers of clothing
- Having bruising, bleeding, swelling, tears or cuts on their genitals or anus
- Having unusual vaginal odour or discharge
- Having itching or pain in the genital area, difficulty going to the toilet, walking or sitting
- Having a sexually transmitted disease or urinary tract infection
- Having torn, stained or bloody clothing, especially underwear
- Being afraid of being alone with a particular person or going to a particular place
- Becoming withdrawn, unusually reactive or begins displaying high risk behaviours (including substance misuse)
- Being frequently depressed, feel suicidal or attempt suicide
- Creating stories, poems or artwork about abuse.
- Having problems sleeping or starts having nightmares
- Starting to wet the bed or soil themselves.⁵⁵

Emotional

- Extreme behaviour ranging from being overly aggressive to submissive.
- Delayed emotional development.
- Compulsive lying or stealing.
- High levels of anxiety.
- Lack of trust in people.
- Persistent bedwetting, urinating or soiling in clothes.

⁵⁵ <https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/child-sexual-abuse/child-sexual-abuse-signs>

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- Regressive behaviour, such as baby talk or thumb sucking.
- Having feelings of worthlessness about life and themselves.
- Overeating or hardly eating at all.
- Self-harming.

Neglect

- Starving, begging, stealing or hoarding food.
- Having poor hygiene, matted hair, dirty skin or body odour.
- Frequent illness, infections or sores.
- Talking about no one being at home to provide care.
- Frequently late or absent from school.
- Wearing inadequate clothing, especially in winter.
- Being left unsupervised for long periods.
- Alcohol or drug abuse at home.
- Delayed physical, emotional or intellectual development.

The Department of Families, Seniors, Disability Services and Child Safety provides more extensive information about indicators and signs of abuse on their website at

<https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/child-sexual-abuse/child-sexual-abuse-signs>⁵⁶

BULLYING, DISCRIMINATION AND HARASSMENT

BULLYING

Bullying is the ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.

Bullying can involve an individual or a group misusing their power, or perceived power, over one or more persons feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). (Cyberbullying is bullying conducted with the use of technology, such as mobile phones or the internet).

Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). Single incidents and conflicts or fights between equals, whether in person or online, not defined as bullying.

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

SEXUAL HARASSMENT

Sexual harassment is any form of unwelcome sexual attention. This may include any unwelcome and uninvited comment, attention, physical contact or behaviour of a sexual nature that an individual or witness finds humiliating, offensive or intimidating or would find so if they knew about it. It can be verbal, physical, written or visual.

⁵⁶ <https://www.families.qld.gov.au/our-work/disability-services/preventing-responding-abuse-neglect-exploitation/identifying-abuse-neglect-exploitation/indicators-signs>

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DISCRIMINATION AND VICTIMISATION

Discrimination occurs when someone is treated unfavourably because of an attribute under the *Anti-Discrimination Act 1991* (Qld). These include:

- gender
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity
- gender identity
- sexuality
- family responsibilities,

or an association with any person with an attribute listed above.

Victimisation is behaviour that incites others to hate, to have serious contempt for or to severely ridicule individuals or groups because of their race, religion, sexuality or gender identity. It could include (but is not restricted to):

- displaying posters, graffiti, slogans (even on private objects)
- sending email or posting Internet website material.

SLFA and its Schools aims to create and provide a supportive learning environment and an environment in which students feel safe – and an environment that is free from bullying and harassment. Concerns relating to these matters are addressed under each relevant policy and procedure:

- *Restorative Practices Procedure*
- *Disability Discrimination (Students) Policy*
- *Staff Code of Conduct*.

SLFA and the School recognises that bullying, discrimination and sexual harassment may amount to 'harm' to a student. If harm is reasonably suspected, it must be managed, without exception, in accordance with the SLFA's *Reporting Concerns of Harm & Abuse Policy* and the procedures for reporting harm. Likewise, if sexual abuse or likely sexual abuse is reasonably suspected, it must be managed without exception in accordance with the SLFA's *Reporting Concerns of Harm & Abuse Policy*.

AWARENESS

SLFA and its Schools will inform all staff, students and parents/carers of this Policy and its processes relating to health, safety and conduct of staff through avenues such as staff inductions, regular staff training and meetings, general day to day discussions with staff and students, and access to the Policy will be made available via School Newsletters, and publication of Policy on the SLFA website – <http://www.silverlining.org.au/>.⁵⁷

⁵⁷ Education (Accreditation of Non-State Schools) Regulation 2017 reg 16(4)(a).

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ACCESSIBILITY OF PROCESS

Processes relating to the health, safety and conduct of SLFA and School staff and students are accessible on the SFLA website – <https://silverlining.org.au/>, each School's office and/or staff rooms, SLFA's SharePoint system for staff, on request from the School Principal, or SLFA Head Office at admin@slfa.edu.au, or via a link in School Newsletters to parents/carers from time to time.⁵⁸

TRAINING

SLFA and its Schools will train staff in processes relating to the health, safety, and conduct of staff and students on induction of a new staff member and will refresh training annually.⁵⁹ Staff will complete online training on commencement during induction, via Independent Schools Queensland's '[Connect & learn](#)' online Child Protection Training courses.

Staff will also participate in other child protection training – internal and external from time to time. Staff will discuss the child protection procedures, health, safety and conduct of staff and students at staff meetings from time to time, and records of staff participation will be kept.

SLFA will maintain training records via a training and participation register and/or its electronic human resources records management system (e.g. Employment Hero).

IMPLEMENTING THE PROCESS

SLFA and its Schools will ensure the implementation of processes relating to the health, safety, and conduct of staff and students by reviewing and auditing compliance with this Policy and its related processes on an annual basis.⁶⁰

CONFIDENTIALITY

SLFA's *Privacy Policy* sets out how SLFA and its Schools manage personal information provided to or collected by SLFA and its Schools, and as required under the *Privacy Act 1988* (Cth). Each person who has access to information covered by this Policy must observe confidentiality and privacy requirements.

SLFA and its Schools cannot guarantee absolute confidentiality as it is also bound by various legislative obligations and other SLFA policies which require the disclosure of certain personal information, whether that be internally or externally to third parties. External authorities such as the Police and Child Safety Services can compel a person to provide information and give evidence about actions taken under this Policy and produce any relevant documents – and SLFA and its Schools may be obligated to comply when such requests are made by these types of external agencies.

LIABILITY AND DEFAMATION PROTECTION

A person acting reasonably, honestly and in good faith with by providing or sharing information to a person such as (but not limited to) School Principals, other relevant school staff, SLFA Board Directors, Child Safety Services or Police, will be protected from liability for giving information and will not be held liable for defamation in a report that is made in good faith, when acting in accordance with their reporting

⁵⁸ Education (Accreditation of Non-State Schools) Regulation 2017 reg 16(4)(b).

⁵⁹ Education (Accreditation of Non-State Schools) Regulation 2017 reg 16(4)(c).

⁶⁰ Education (Accreditation of Non-State Schools) Regulation 2017 reg 16(4)(d).

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obligations under the *Child Protection Act 1999* (Qld) and other interacting laws (such as the *Education (General Provisions) Act 2006* (Qld)).⁶¹

INSURER

SLFA will keep its insurer informed about circumstances which may give rise to a claim under its insurance policies.

COMPLAINTS HANDLING PROCEDURE

Suggestions of non-compliance with SLFA processes under this *Reporting of Concerns of Harm & Abuse Policy*, can be submitted as a complaint under SLFA's *Complaints Handling Policy*.⁶²

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* (Qld) section 229BC.⁶³

RECORD KEEPING

SLFA and its Schools will maintain confidential and secure records of all matters raised and dealt with under this Policy.

CHILD PROTECTION REPORT FORM

SLFA's **Child Protection Report Form** is available as a hardcopy in the staff room at each SLFA worksite and digital copy (word and fillable PDF) in SharePoint.

Staff should use the current *Child Protection Report Form* to report sexual abuse, suspected sexual abuse or likely sexual abuse of a child at a SLFA School.

STUDENT WELFARE NOT MEETING THE THRESHOLD TO REPORT

SLFA staff with a concern about the welfare of a student where there is uncertainty whether the matter meets the threshold required to lodge a written report to the Department responsible for administering Child Safety in Queensland (aka 'Child Safety') may make a referral to [Family and Child Connect](#) (FaCC) – with the family's consent.

The School Principal may make a referral to FaCC – without getting consent from the student's family.

Other staff may make a referral without the family's consent, but only where:

- (a) it is considered that a child is likely to become in need of protection, and
- (b) if the School considers preventative support should be provided by FaCC to the student or the student's family.

Staff should discuss their concerns with the School Principal before making a referral to FaCC without the consent of the family.

⁶¹ Child Protection Act 1999 (Qld) ss 245V, 245W, 159Q, 159R.

⁶² Education (Accreditation of Non-State Schools) Regulation 2017 regs 16(5), 16(6).

⁶³ Criminal Code Act 1899 (Qld) s 229BC (4)(b).

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Referrals to FaCC can be made by completing the [online referral form](#).⁶⁴ Staff must have authority (and consent from families where required) to lodge a referral to FaCC. Staff must email the School Principal a copy of the student welfare report lodged with the FaCC under this section of this Policy. The School Principal will retain a copy of the report in *Principal Secure*.

DECISION MAKING, REPORTING RESOURCES AND CONTACT INFORMATION

If you believe a child is in immediate danger or in a life-threatening situation, CALL 000 IMMEDIATELY!

SLFA SUPPORT

SLFA School staff can speak with their School Principal or a Head Office Support Team staff member if they are unsure about their reporting obligations, threshold for reporting, or to discuss any other questions about reporting and child protection. Where the concern relates to the School Principal, staff should speak with the SLFA Executive Officer or report their concern directly to Child Safety.

GOVERNMENT RESOURCES

The Queensland Government's [Department responsible for administering Child Safety in Queensland](#) provides the [Child protection guide](#), a web-based decision support tool that can assist professionals to report concerns to the appropriate statutory agency or refer children and their families to a family support service. A detailed procedure, cultural notes and glossary is contained in the [Child protection guide procedures manual](#).⁶⁵

REGIONAL INTAKE SERVICES (CHILD SAFETY SERVICE CENTRES)

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of harm, or is being neglected, contact your nearest [Child Safety Service Centre](#) **Regional Intake Service** to discuss your concerns or enquiry. Trained child protection workers will talk to you about your concerns for the child and will decide the best way of responding to the information you have provided. Your details will be confidential and your identity, if provided, will be protected by law.

A **Regional Intake Service (RIS)** receives information and child protection concerns from community members, government and non-government agencies during business hours and after hours.

Contact your nearest [Regional Intake Service](#) with your enquiry.

- Business Hours - 9am to 5pm Monday to Friday.
- Emergencies outside business hours - contact the [Child Safety After Hours Service Centre](#) on **1800 177 135** (free call, Qld). The service operates 24 hours a day, 7 days a week.

RIS locations for Silver Lining Schools:

- **South West RIS – Silver Lining School (Ficks Crossing)**
 - South West (Darling Downs) RIS main number – 1300 316 855
 - South Burnett Child Safety Service Centre (Kingaroy) – Ph (07) 4164 0900

⁶⁴ <https://familysupportreferral.org.au>

⁶⁵ https://www.families.qld.gov.au/_media/documents/about-us/partners/government/child-protection-procedures-manual.pdf

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- **North Queensland RIS – Mungalla Silver Lining School AND Yallorin Yimba Silver Lining School**
 - North Qld RIS main number – 1300 706 147
 - Townsville Investigation & Assessment Child Safety Centre – Ph (07) 4796 6400
 - Townsville North & Hinchinbrook Child Safety Service Centre – Ph (07) 4796 6502
 - Townsville South & Burdekin Child Safety Service Centre – Ph (07) 4796 6200
 - Townsville West & Charters Towers Child Safety Service Centre – Ph (07) 4796 6300
- **Far North Queensland RIS – Silver Lining School (Cairns City)**
 - Far North Qld RIS main number – 1300 684 062
 - North Cairns and Lower Cape Child Safety Service Centre – Ph (07) 4255 7300

QUEENSLAND POLICE SERVICES & CHILD PROTECTION UNITS

MUNGALLA SILVER LINING SCHOOL

- **Townsville Police Station** – 134 Stanley Street, Townsville City, Qld, 4810
 - Phone: (07) 4759 9777
 - Station Open 24 Hours / 7 Days
 - CPIU Phone Direct Line: (07) 4759 9743
 - Email Child Protection Report Forms directly to: CPIU.Townsville@police.qld.gov.au
 - Email Subject Line: *CPR – Child Name – School Name*
 - This email is monitored daily by an Intake Manager and is used for all reports of suspect harm/criminal offences that are required to be reported to Police).
- **Ingham Police Station** – 37 Palm Terrace, Ingham, Qld, 4850
 - Phone: (07) 4776 9777
 - Station Open 24 Hours / 7 Days
 - Admin Hours: Monday to Friday, 8.00 am – 4.00 pm (Ring station before 4.00pm close of business Monday–Friday to confirm if someone will be on site after hours).

YALLORIN YIMBA SILVER LINING SCHOOL

- **Townsville Police Station** – 134 Stanley Street, Townsville City, Qld, 4810
 - Phone: (07) 4759 9777
 - Station Open 24 Hours / 7 Days
 - CPIU Phone Direct Line: (07) 4759 9743
 - Email Child Protection Report Forms directly to: CPIU.Townsville@police.qld.gov.au
 - Email Subject Line: *CPR – Child Name – School Name*
 - This email is monitored daily by an Intake Manager and is used for all reports of suspect harm/criminal offences that are required to be reported to Police).
- **Stuart Police Station** – Stuart Drive, Stuart, Qld, 4811
 - Phone: (07) 4799 8999
 - Station Open 24 Hours / 7 Days
 - Admin Hours: Monday-Friday 8.00 am – 4.00 pm (Ring station before 4.00pm close of business Monday–Friday to confirm if someone will be on site after hours).

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SILVER LINING SCHOOL (CAIRNS CITY)

- **Cairns Police Station** – 5 Sheridan Street, Cairns City, 4870
 - Phone: (07) 4030 7000
 - Station Open 24 Hours / 7 Days
 - Admin Hours: Monday – Friday, 9.00am to 5.00pm.
 - CPIU Phone: (07) 4030 7121
 - Email Child Protection Report Forms directly to: cairns.cpiu@police.qld.gov.au
 - Email Subject Line: *CPR – Child Name – School Name*

SILVER LINING SCHOOL (FICKS CROSSING)

- **Murgon Police Station** – 38 Krebs Street, Murgon, Qld, 4605
 - Phone: (07) 4179 5222
 - Station Hours: 8.00am – 3.00pm Monday to Friday (times can change due to availability).
 - Email Child Protection Report Forms directly to: CPIU.Murgon@police.qld.gov.au
 - Email Subject Line: *CPR – Child Name – School Name*
- **Cherbourg Police Station** – 11 Fisher Street, Cherbourg, Qld, 4605
 - Phone: (07) 4179 5555
 - Station Hours:
 - Sunday – Tuesday: 8.00am – 10.00pm
 - Wednesday: 8.00am – 12.00am
 - Thursday – Saturday: 10.00am – 2.00am

FAMILY AND CHILD CONNECT

Family and Child Connect (FaCC) is a local, community-based service that helps families to care for and protect their children at home, by connecting them to the right services at the right time.

- Website: <http://familychildconnect.org.au/>
- **Phone: 13-32-64** ('13-FAMILY')

SLFA DIRECTOR OF THE SCHOOL'S GOVERNING BODY

- Email: chairman@slfa.edu.au
(NB: Label email subject line as – 'Child Protection Report – School Name')

NOT SURE WHO TO SPEAK WITH?

If you aren't sure who to speak with for assistance to locate your nearest Child Safety Service Centre, contact the **Child and Family Services** on **1800 811 810** (or 13 74 68) (Qld only) (9.00am – 5.00pm, Monday to Friday. Weekend calls are redirected to the Regional Intake Service.

The Queensland Government provides more information about child abuse and reporting at:

- <https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/reporting-child-abuse> or

REPORTING CONCERNS OF HARM & ABUSE POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

SUMMARY OF REPORTING

(ISQ Reporting Summary as of May 2026)

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	Principal or to a director of the governing body, through to police immediately	EGPA sections 366 and 366A
Principal if 'first person'	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	A director of the governing body and police immediately	EGPA sections 366 and 366A
Teacher and registered nurse	Sexual and physical	Significant harm; and Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm, and Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer with consent or Principal, through to Family and Child Connect	CPA sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer without consent	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation, and When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm, and Parent may not be willing and able	Child Safety	CPA section 13A

REPORTING CONCERNS OF HARM & ABUSE POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

Who	What abuse	Test	Report to	Legislation
Any adult including students 18 years or older, parents/guardians and volunteers	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed	Criminal Code section 229BC
All workers	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity).	Head of Entity or their delegate, as soon as practicable. Where the allegations involve the Head of Entity, the notification must be made to the QFCC. May also go to a director of the governing body.	CSO Act section 33
Head of the Reporting Entity (Head of Entity) or their delegate	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity).	QFCC initial notification within 3 business days. QFCC either interim or final report, within 30 business days.	CSO Act sections 34, and 30(1)(c)
Any person	Reportable allegation or reportable conviction by any worker	Reasonable belief that any worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity) or any other entity.	May report to QFCC at any time.	CSO Act section 33(4)

REPORTING CONCERNS OF HARM & ABUSE POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

SLFA EMPLOYEE POLICY DECLARATION FORM

Reporting Concerns of Harm & Abuse Policy

I declare that:

1. I have read the **SLFA REPORTING CONCERNS OF HARM & ABUSE POLICY**, and
2. I understand its content, and
3. I sought clarification from my supervisor/manager, or a SLFA Head Office Support Team staff member such as the SLFA Executive Officer, Governance & Compliance Officer or Senior Education Officer, prior to signing this Declaration Form, where I had questions about the policy.

I understand that:

1. It is my responsibility to perform any obligations and responsibilities placed on me under this policy, any related policies and any relevant legislation, to the best of my ability and all times, and
2. I should continue to seek clarification or ask questions about the policy, procedures and any of my obligations under it, whenever I need to, and
3. I can seek guidance or assistance from my supervisor / manager or a SLFA Head Office Support Team staff member such as the SLFA Executive Officer, Governance & Compliance Officer or Senior Education Officer, whenever I need to.

EMPLOYEE SIGNATURE

Name:		Signature:	
Work Site:		Date:	

SLFA EXECUTIVE OFFICER*, SCHOOL PRINCIPAL or SUPERVISOR'S SIGNATURE

Name:		Signature:	
Position:		Date:	

*Note: Governance & Compliance Officer may sign as the SLFA Executive Officer's delegate.