



# Creating a Safe School Environment (Occasional Staff including Volunteers)

## A MESSAGE FROM THE CHAIRMAN

Brisbane Grammar School (**School**) aims to provide a positive and supportive environment where learning and skill development is encouraged and facilitated. The School is committed to the safety and wellbeing of all students in its care. This brochure outlines the School's policies and procedures for the care and protection of students at the School. It is made available to occasional staff including volunteers to assist in maintaining a safe School environment.

## A MESSAGE FROM THE HEADMASTER

Creating a safe environment for our students is a responsibility which all School staff take very seriously. This brochure aims to ensure that occasional staff including volunteers (who are not registered nurses or teachers) are aware of the School's policies and procedures (full copies of which are available on the School's website).

***Temporary staff and volunteers should always take necessary action to protect a student from immediate harm and make a written report as follows:***

- ***To the Headmaster or a member of the Board of Trustees if you are aware of or reasonably suspect that a student has been or is likely to be sexually abused by any person;***
- ***To the Headmaster, the Head of Senior School and/or the Head of Middle School if you have information that causes you to believe, on reasonable grounds that a child sexual offence is being or has been committed;***
- ***To a Deputy Headmaster, the Head of Middle School or the Headmaster if you are aware of or reasonably suspect that a child has suffered, is suffering or is at unacceptable risk of suffering harm; and***
- ***To a Head of Year, a Deputy Headmaster or Head of Middle School if you wish to report inappropriate behaviour by another staff member.***

***For more information, refer to the Student Protection Procedures for Reporting Harm (Staff).***

The members of the Student Wellbeing Team include:

- Head of Senior School
- Head of Middle School
- Heads of Year

You may also contact any other member of the Student Wellbeing Team or Senior Leadership Team with any questions you may have.

## WHY HAVE A STUDENT PROTECTION AND REPORTING POLICY?

The School is committed to providing a safe environment for its students. As part of this commitment, the School strives to have simple, easily-accessible procedures for reporting harm (including physical, psychological and sexual abuse, child sexual offences and self-harm) and inappropriate behaviour.

The School has established policies and procedures that accord with best practice and comply with applicable laws about the care and protection of students. These include a *Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)* and a *Code of Conduct (Staff)*. All staff receive induction and training in these policies and procedures.

The School also delivers a Student Wellbeing Curriculum to all students. This curriculum contains a 'protective behaviours' course which explains the procedures to be followed if any student is faced with an unsafe situation or one which causes them concern.

The School regularly reviews its policies and procedures to ensure that they continue to reflect best practice and comply with applicable child protection laws.



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## WHAT BEHAVIOURS ARE UNACCEPTABLE IN A SAFE ENVIRONMENT?

The School is committed to ensuring that all students are protected from **harm** (including **physical, psychological and sexual abuse** or **self-harm**), **child sexual offences** and **inappropriate behaviour**.

**Child Sexual Offence** means an offence of a sexual nature committed in relation to a child.

**Harm** refers to any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include physical, psychological or emotional abuse or neglect, sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

**Sexual abuse** includes sexual behaviour involving a student and another person where: the other person bribes, coerces, exploits, threatens or is violent toward the student; the student has less power than the other person; or there is a significant disparity between the student and the other person in intellectual capacity or maturity.

**Self-harm** refers to harm perpetrated against one's self. This harm may occur with or without suicidal intent, or may be symptomatic of, or associated with, a medical condition.

**Inappropriate behaviour** refers to behaviour of a staff member that another staff member, student or parent considers inappropriate, or any behaviour of a staff member that is grooming behaviour or otherwise inconsistent with School policy.

## FREQUENTLY ASKED QUESTIONS

### What are indicators of Harm including Sexual Abuse?

There are certain physical, emotional and behavioural indicators of risk of student Harm, and actual Harm. Sexual Abuse, for example, can be preceded by grooming behaviour. For more information see the *Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)*.

### What if I report an incident and nothing happens?

If you feel that nothing has happened as a result of your report, you should follow up with the person to whom you made the report. If you are still not satisfied, you should raise the matter with a more senior member of staff or, in the case of the Headmaster, a member of the Board of Trustees.

### Will reports be kept confidential?

Confidentiality will be observed as far as practicable. However, in some cases the School may be required to disclose information to external authorities (such as Queensland Police Service or Child Safety Services) to comply with applicable child protection legislation.

### Will parents be informed about a matter involving their child?

Generally, parents will be informed as soon as practical. The only exception is where the circumstances suggest it would not be in the student's interests to do so. In such a case, the matter will be referred to Queensland Police Service and/or Child Safety Services in accordance with applicable child protection legislation.

### How are reports dealt with by the School?

All reports are dealt with in accordance with the School's policies. The School will provide appropriate support to all parties involved, including students, parents and staff.

#### Main Reception

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