Student protection involves:
- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

All children have a right to be protected from harm.

Harm is:
Any detrimental effect of a significant nature to the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.
This means anything that will have a serious and harmful effect on a student’s physical health, or how they think and feel about themselves.

Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children. Education Queensland policy says that harm to students will not be tolerated. It is **NOT OK**. In other words, culture or custom is NO EXCUSE for harming students.

Everyone who works in a school must look after the best interests of children.

**Managing your own behaviour is the first step in student protection**
- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

You must report, to the Principal, any harm to a student that is caused by:
- Someone working at the school
- Another student
- Someone from the student’s family, a friend or a stranger
- The student self-harming

If you see harm occurring at school:
1. Help the student, who has been harmed, for example,
   - By telling the students to move away
   - Get a staff member involved as soon as possible
2. Tell the principal straight away about what you have seen
3. Write down what you saw and give the information to the Principal.

If you suspect a student has been harmed at school or outside of school:
1. Tell the principal straight away about what you suspect
2. Write down what you suspect and give the information to the Principal.

If a student tells you that they have been harmed at school or outside of school:
1. Listen carefully
2. Reassure the student that they have done the right thing by telling you
3. Tell the student you must tell the Principal what they have told you
4. Tell the principal straight away about what the student told you
5. Write down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away. If the Principal isn’t available you must tell the Acting Principal or a Deputy Principal.
Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific standards of behaviour in relation to working closely with students in any situation:

<table>
<thead>
<tr>
<th>Language</th>
<th>Do</th>
<th>Don't</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students.</td>
<td>• Become involved in inappropriate conversations of a sexual nature</td>
</tr>
<tr>
<td></td>
<td>• Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities</td>
<td>• Make sexually suggestive comments</td>
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<td></td>
<td>• Ensure both verbal and non verbal communication are non abusive or bullying</td>
<td>• Use language that could be offensive to another.</td>
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<tr>
<td></td>
<td>• When possible, frame communication from the positive perspective in interactions with students.</td>
<td>• Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students.</td>
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<thead>
<tr>
<th>Relationships with Students</th>
<th>Do</th>
<th>Don't</th>
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<tbody>
<tr>
<td></td>
<td>• Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students.</td>
<td>• Spend inappropriate time with a student</td>
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<td></td>
<td>• Dress appropriately while working with children and young people, in a way that models respect for the students.</td>
<td>• Inappropriately give gifts to a student</td>
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<td></td>
<td></td>
<td>• Show special favours to a student</td>
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<tr>
<td></td>
<td></td>
<td>• Expose student to sexual behaviour of others including displays of pornography</td>
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<tr>
<td></td>
<td></td>
<td>• Persuade a student that a ‘special’ relationship exists.</td>
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</table>

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<thead>
<tr>
<th>Physical contact</th>
<th>Do</th>
<th>Don't</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Respect the personal space of student and limit physical contact generally</td>
<td>• Hit, kick, slap or push a student</td>
</tr>
<tr>
<td></td>
<td>• Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student</td>
<td>• Allow student to sit on your lap</td>
</tr>
<tr>
<td></td>
<td>• Limit hugging when initiated by the student by sitting on the floor with child next to you</td>
<td>• Touch parts of a student’s body usually covered by a swimming costume</td>
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<tr>
<td></td>
<td></td>
<td>• Change nappies or engage in toileting practises.</td>
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</tbody>
</table>

(Adapted from information from Blue Card Services)
**Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.**

**Volunteer & / or P&C Employee**

- Suspects’ student at risk of harm
  - Considers welfare and safety of student in emergent circumstances
    - Report suspicion to Principal*
      - Documents suspicion of harm and provides all documents to the Principal
        - Reports any further suspicions of harm to the principal*

**OSHC employee**

- Suspects’ student at risk of harm
  - Report suspicion to OSHC Coordinator / assistant Coordinator (complete reporting of harm form)
    - Licensee signs form and form provided to Department of communities

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With respect to child protection issues, reporting suspected harm or risk of harm is only part of the process.

Students who may need protection can be supported through:
- Treating them with respect and dignity
- Being sensitive to their needs, feelings and concerns

Allegations of suspected harm are serious and MUST only be discussed with the Principal*.

The Principal will decide, who, at the school site, needs to know about the student’s context and how much information is appropriate.

It is inappropriate for volunteers or P&C employees to pass on or discuss confidential information about a particular student to others, including colleagues or family members. *(Child Protection Act 1999, Part 6 Confidentiality)*

* Or the Executive Director, Schools if the Principal is the subject of the allegation.