

## *Child Protection & Mandatory Reporting Policy*

### *Policy*

*Everyone working for and with MNA or its approved activities or groups is responsible for the care and protection of the children and reporting information about child maltreatment concerns such as neglect or physical, sexual and emotional maltreatment. MNA will act in the best interests of the child.*

*When MNA receives any information alleging 'harm'<sup>1</sup> to a child (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. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy<sup>2</sup>.*

### *Conduct of Staff and Children*

*All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for children.*

*Staff, contractors, and volunteers, must not cause harm to students<sup>3</sup>.*

### *Reporting Inappropriate Behaviour*

*If a child or their parent considers the behaviour of a MNA staff member or volunteer to be inappropriate, the child or parent should report the behaviour to:*

*The Designated Child Safety Officer of MNA Inc<sup>4</sup>. At this date the contact details for the officer is: Pastor Greg Coleman, Destiny Church, 54956744/0428668388, email: gregmcolemans31@gmail.com*

### *Dealing with Report of Inappropriate Behaviour*

*The Child Safety Officer receiving a report of inappropriate behaviour must report it to the MNA Executive who will meet immediately to determine action. Where the said Officer is the subject of the report of inappropriate behaviour, the staff member or volunteer must inform the MNA board<sup>5</sup> through the Chairperson. Currently the Chairperson is: Hank van der Steen, email: hvandersteen0@gmail.com. Telephone:*

### *Reporting Sexual Abuse<sup>6</sup> or likely sexual abuse*

*The staff member or volunteer must give a written report about the abuse or suspected abuse to the Child Safety Officer or to a director of the MNA Board immediately.*

*If the staff member or volunteer who becomes aware or reasonably suspects sexual abuse is the Child Safety Officer (CSO), the MNA Chairperson must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to the nominated CSO Board member.*

*A report under this section must include the following particulars:-*

- a) the name of the person giving the report (the **first person**):*
- b) the student's name and sex;*
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;*
- d) details of the abuse or suspected abuse;*
- e) any of the following information of which the first person is aware:-*
  - i. the student's age;*
  - ii. the identity of the person who has abused, or is suspected to have abused, the student;*
  - iii. the identity of anyone else who may have information about the abuse or suspected abuse<sup>7</sup>.*

<sup>1</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(8): the definition of 'harm' for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld)

<sup>2</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)

<sup>3</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)

<sup>4</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3) and s.10(4)

<sup>5</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3)

<sup>6</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(5)(a)

### ***Reporting Physical and Sexual Abuse***

*Under Section 13E (3) of the Child Protection Act 1999, if a doctor, a registered nurse or a teacher forms a 'reportable suspicion' about a child in the course of their engagement in their profession, they must make a written report.*

*A reportable suspicion about a child is a reasonable suspicion that the child: -*

- a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and*
- b) may not have a parent able and willing to protect the child from the harm.*

*The doctor, nurse or teacher must give a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the Child Protection Act 1999). The doctor, nurse or teacher should give a copy of the report to the CSO.*

*A report under this section must include the following particulars:-*

- a) state the basis on which the person has formed the reportable suspicion; and*
- b) include the information prescribed by regulation, to the extent of the person's knowledge<sup>8</sup>.*

### ***Awareness***

*MNA will inform staff, and volunteers of its processes relating to the health, safety and conduct of staff, volunteers and children in communications to them and these policies are published on the MNA website<sup>9</sup>.*

### ***Training***

*MNA will train its staff and volunteers in processes relating to the health, safety and conduct of staff, volunteers and children on their induction, or in a pre-event briefing and will refresh training with all staff every two years<sup>10</sup>.*

### ***Implementing the Processes***

*MNA will ensure it is implementing processes relating to the health, safety and conduct of staff, volunteers and students by auditing compliance with the processes annually.*

### ***Accessibility of Processes***

*Processes relating to the health, safety and conduct of staff, volunteers and students are accessible on the MNA website and will be available on request from the MNA CSO<sup>11</sup>.*

### ***Complaints Procedure***

*Suggestions of non-compliance with MNA's processes may be submitted as complaints under MNA Complaints Management Policy, available on the MNA website [www.mna](http://www.mna)*

### ***Version***

*2.0*

### ***Review***

*2016 or as required*

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<sup>7</sup> Education (General Provisions) Regulation 2006 (Qld) s.68

<sup>8</sup> Child Protection Act 1999 (Qld) s.13G (2). There is no such regulation at 12 December 2014.

<sup>9</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)

<sup>10</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)

<sup>11</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)

<sup>12</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)