**CHILD RISK MANAGEMENT STRATEGY**

|  |  |  |
| --- | --- | --- |
| Purpose: | The purpose of this policy is to outline The BUSY School Ltd governance framework for achieving excellence in health and safety and the protection of the environment in which it operates. | |
| Scope: | The BUSY School Ltd directors, all officers, all workers and other persons at the school, including students and parents. | |
| Status: | Approved | **Supersedes:** Nil |
| Authorised by: | Board Chair | **Date of Authorisation:** 28/10/2019 |
| References: | * [*Work Health and Safety Act* 2011 (Qld)](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf) * [Work Health and Safety Regulation 2011 (Qld)](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf) * [*Education (Accreditation of Non-State Schools) Act 2017 (Qld)*](https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2017-024) * [Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)](https://www.legislation.qld.gov.au/view/html/asmade/sl-2017-0197) * The BUSY School Ltd Risk Management Policy * The BUSY School Ltd Incident Reporting Form * The BUSY School Ltd Workplace Bullying Policy * The BUSY School Ltd Complaints Handling Policy * Other related policies | |
| Review Date: | Annually | **Next Review Date:** 28/10/2020 |
| Policy Owner: | School Governing Body | |

## **Policy** Statement

The BUSY School Ltd 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 BUSY School Ltd 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 BUSY School Ltd responsibility under the *Education (Accreditation of Non-State Schools) Regulation* 2017 to comply with the requirements of the *Work Health and Safety Act 2011.*

## **Responsibilities**

The BUSY School Ltd 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 BUSY School Ltd 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 —
4. retains responsibility for their duty in relation to the matter; and
5. 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
6. 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 BUSY School Ltd must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety* *Regulation 2011* as follows:

1. The BUSY School Ltd will ensure, so far as is reasonably practicable, the health and safety of:
2. workers engaged, or caused to be engaged by the school; and
3. workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
4. The BUSY School Ltd 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.
5. The BUSY School Ltd will also ensure, so far as is reasonably practicable —
6. the provision and maintenance of a work environment without risks to health and safety;
7. the provision and maintenance of safe plant and structures;
8. the provision and maintenance of safe systems of work;
9. the safe use, handling and storage of plant, structures and substances;
10. 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;
11. 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
12. 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.
13. The BUSY School Ltd 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.
14. The BUSY School Ltd 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.
15. The BUSY School Ltd 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.
16. The BUSY School Ltd will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation.
17. The BUSY School Ltd, as the governing body of The BUSY School, must also undertake its role and responsibilities under the Education *(Accreditation of Non-State Schools) Regulation* 2017by complying with the *Work Health and Safety Act 2011.*

## **Officers**

In their legal role as Officers, The BUSY School’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 BUSY School Ltd 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 to —
3. acquire and keep up-to-date knowledge of work health and safety matters;
4. gain an understanding of the nature of the operations of The BUSY School Ltd and generally of the hazards and risks associated with those operations;
5. ensure that The BUSY School Ltd 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;
6. ensure that The BUSY School Ltd has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
7. ensure that The BUSY School Ltd has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
8. verify the provision and use of the resources and processes mentioned above.

## **Workers**

In their legal role as Workers, employees of The BUSY School Ltd, 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.
2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
3. Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The BUSY School Ltd to allow compliance with the legislation.
4. Co-operate with any reasonable policy or procedure of The BUSY School Ltd 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.
2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
3. Comply, so far as the person is reasonably able, with any reasonable instruction that is given by The BUSY School Ltd.

## **Implementation**

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

In practice, The BUSY School Ltd’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:

1. A risk management process
2. Provide information, training, instruction and supervision
3. Provide a process for consultation, cooperation and issue resolution

Further details of these measures are provided below.

## **Risk management process**

The BUSY School Ltd’s Risk Management Policy 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 BUSY School Ltd 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;
* 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 BUSY School Ltd 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 BUSY School Ltd’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 BUSY School Ltd 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 BUSY School Ltd 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*:

1. when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
2. when making decisions about ways to eliminate or minimise those risks;
3. when making decisions about the adequacy of facilities for the welfare of workers;
4. when proposing changes that may affect the health or safety of workers;
5. when making decisions about the procedures for—
6. consulting with workers; or
7. resolving work health or safety issues at the workplace; or
8. monitoring the health of workers; or
9. monitoring the conditions at any workplace under the management or control of The BUSY School Ltd; or
10. providing information and training for workers; or
11. when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, The BUSY School Ltd will ensure:

1. that relevant information about the matter is shared with workers;
2. that workers be given a reasonable opportunity —
3. to express their views and to raise work health or safety issues in relation to the matter; and
4. to contribute to the decision-making process relating to the matter;
5. that the views of workers are taken into account by The BUSY School Ltd;
6. that the workers consulted are advised of the outcome of the consultation in a timely way; and
7. that records of the consultation process and outcome are retained.

The BUSY School Ltd’s Complaints Handling Policy and Procedures provide further guidance on resolving work health and safety issues.

## Training

The BUSY School Ltd 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 BUSY School Ltd 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 BUSY School Ltd’s 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 BUSY School Ltd is committed to monitoring the health of workers and the conditions at the school.

The BUSY School Ltd 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 BUSY School Ltd 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 BUSY School Ltd 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**

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose: | The purpose of this strategy is to provide written processes to ensure that The BUSY School Ltd complies with legislation applying in Queensland about the care and protection of children. In particular, the strategy sets out a risk management strategy for the purpose of reducing the risk of harm to children. | | |
| Scope: | The directors and staff of The BUSY School Ltd, the senior leadership team and other employees at The BUSY School, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at The BUSY School. | | |
| Status: | Approved | | **Supersedes:** N/A |
| Authorised by: | The BUSY School Ltd Board | | **Approval Date:** 2019 |
| References: | * Working with Children (Risk Management and Screening) Act 2000 (Qld) * Working with Children (Risk Management and Screening) Regulation 2011 (Qld) * Child Protection Act 1999 (Qld) * Education (Accreditation of Non-State Schools) Act 2017 (Qld) * Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) * Education (General Provisions) Act 2006 (Qld) * Education (General Provisions) Regulation 2017 (Qld) * Education Services for Overseas Students (ESOS) Act 2000 (Cth) * Education (Overseas Students) Regulation 2014 (Qld) * Education (Queensland College of Teachers) Act 2005 (Qld) * Education and Care Services National Law (Queensland) * Education and Care Services National Regulations * Child and Youth Risk Management Strategy Toolkit | | |
| Reviewed: | Annually | **Next Review:** 2020 | |
| Responsibility: | Principal | **Point of Contact:** Principal | |
| Policy Owner: | The BUSY School Ltd | | |

## Policy

The BUSY School Ltd is committed to the safety and wellbeing of students enrolled at the School. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld), The BUSY School is dedicated to eliminating and minimising risks to child safety through this strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the School’s care.

## Implementation

In practice, the School’s commitment to acting in accordance to the Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2011 (the Regulation) to ensure the safety and wellbeing of students means that it will implement the measures outlined below.

## Code of Conduct

At The BUSY School, employees are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, 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.
* 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. In that situation, 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.
* Employees must not have a romantic or sexual relationship with a student.

Refers to section 3(1)(b) of the Regulation.

## Recruitment, Selection, Training and Management Procedures

The BUSY School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, The BUSY School 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 children; 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 young people;
  + 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; and
  + 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 children 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 child risk management and to assist employees to understand their role in providing a safe and supportive environment for children;
  + training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, through:
    - the School’s policies and procedures
    - identifying, assessing and minimising risks to children
    - handling a disclosure or suspicion of harm to a child;
  + keeping a record of the training provided to employees;
  + conducting exit interviews to assist the School to identify broader issues of concern that may impact on the safety and wellbeing of its students.

Refers to section 3(1)(c) of the Regulation.

## Handling Disclosures or Suspicions of Harm

Any of the following types of concerns or reports below should be reported and managed through this strategy:

* 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.

In accordance with the *Child Protection Act* 1999, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the School’s Principal. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Principal is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Principal must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act* 1999).

To report any type of harm, all staff members must use the *‘Suspected Harm* or *Sexual Abuse Report’’* in Appendix 2 of this strategy.

Once the *‘Suspected Harm* or *Sexual Abuse Report’’* is completed by the staff member an assessment will be made by the Principal or Principal’s delegate to submit the *‘Suspected Harm or Sexual Abuse Form’* to the relevant authorities based on Appendix 1 *‘Summary of Reporting Harm’*.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act* 2005, the Principal will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a child because of the conduct of a teacher. It is important to note that the notification requirement is not restricted to allegations of sexual abuse or likely sexual abuse.

In accordance with section 77 of the *Education (Queensland College of Teachers) Act 2005*, the employing authority is required to notify the Queensland College of Teachers when it finishes dealing with allegations of harm to a child, as detailed in section 76.

In accordance with section 78 of the *Education (Queensland College of Teachers) Act 2005*, the employing authority is required to notify the Queensland College of Teachers within 14 days if the employing authority has dismissed a teacher in circumstances that, in the opinion of the employing authority, call into question the teacher’s competency. Competence issues that have a harm or likely harm element should be notified under sections 76 and 77 (section 78(1) refers).

Refers to section 3(1)(d) of the Regulation.

## Managing Breaches of this Child Risk Management Strategy

The BUSY School 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’*, *‘Staff Code of Conduct’*, *‘Complaints Handling Policy’* and Procedures and Enterprise Bargaining Agreement or equivalent.

Refers to section 3(1)(e) of the Regulation.

## 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 section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state The BUSY School’s commitment to reviewing the strategy annually.

Refers to section 3(1)(f)(i) of the Regulation.

## Blue Card Policies and Procedures

The BUSY School 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 BUSY School 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 BUSY School’s 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 an 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 the person ceases to be an employee;
* appoint a contact person within the School 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; and
* act to remind employees to keep their Blue Card or Exemption Notice up to date.

Refers to section 3(1)(f)(ii) of the Regulation.

## High Risk Management Plans

The BUSY School is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. The School will utilize 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.

Refers to section 3(1)(g) of the Regulation.

## Strategies of Communication and Support

The BUSY School is committed to making this Child Risk Management Strategy available to students, parents and employees via its enrolment pack, staff handbook and website.

Refers to section 3(1)(h)(i) of the Regulation.

The School is committed to training employees in relation to risks to children and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff.

Refers to section 3(1)(h)(ii) of the Regulation.

## Responsibilities

The BUSY School 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 are responsible for acting in compliance with this ‘*Child Risk Management Strategy*’ and related policies and procedures.

## Compliance and Monitoring

The BUSY School is committed to the annual review of this strategy. The School will also record, monitor and report to the School’s governing body, the Senior Executive Team and others as appropriate at the School regarding any breaches of the strategy.

In addition, the School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

## Related Documents

* The BUSY School Child Protection Policy
* The BUSY School Complaints Handling Policy
* The BUSY School Blue Card Register

## 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 – Suspected Harm or Sexual Abuse Form

## Appendix 1 – Reporting Harm

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHO** | **WHAT ABUSE** | **TEST** | **REPORT TO** | **LEGISLATION** |
| All staff | Sexual | Awareness or reasonable suspicion  Sexually abused or likely to be sexually abused | Principal, through to Police | EGPA, sections 366 & 366A |
| Teacher | Sexual and physical | Significant harm  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  Parent may not be willing and able | Principal, through to Child Safety | Accreditation Regulations, section 10 |
| All staff | Any | Not of a level that is otherwise reportable to Child Safety, refer with consent | Principal, through to Family and Child Connect | CPA, sections 13B and 159M |
| Principal | Any | Not of a level that is otherwise reportable to Child Safety, refer without consent | Family and Child Connect | CPA, sections 13B and 159M |
| Any member of the public | Any | Significant harm  Parent may not be willing and able | Child Safety | CPA, section 13A |

## Appendix 2 – Report of Suspected Harm or Sexual Abuse

**Private and Confidential**

**Report of Suspected Harm or Sexual Abuse**

|  |
| --- |
| Date: |
| School: |
| School Phone: |
| School Fax: |

|  |  |
| --- | --- |
| DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE: | |
| Legal Name: | Preferred Name: |
| DOB: | Gender: |
| Year Level: | Cultural Background: |
| Aboriginal □ Torres Strait Islander □ Aboriginal and Torres Strait Islander □ | |
| Does the student have a disability verified under EAP:  Yes □ No □ | 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 □ No □ | |

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE

□Adult family member

□Child family member

□Other adult

□Student/other child

□Unknown

