

Mandatory All-Staff Training program

Key messages guide for contractors, volunteers and visitors



Mandatory All-Staff Training



Appendix 1 – Student Protection Fact Sheet for Visitors

Introduction

For most children, childhood is a positive time in their lives. They grow up in loving families that care for and nurture them and help them develop into healthy young adults. However, for a small proportion of children, this is not their lived experience. These children grow up in families that face one or more significant social, emotional or financial issues that impact negatively on their ability to care for and protect their children.

Because of their regular contact with students and families, staff and visitors in schools play a vital role in:

- identifying and responding to suspected child abuse and neglect, and
- helping families to access support services that may build on their strengths and address issues impacting on their parenting.

The department is committed to providing safe, supportive and disciplined learning environments, preventing reasonably foreseeable harm to students and responding when an employee or visitor reasonably suspects harm or risk of harm to students.

What are my reporting responsibilities?

All visitors to state schools must discuss any suspicions of harm or risk of harm to a student, or risk of harm to an unborn child, with the principal. When the suspicions relate to the principal, discuss the concerns with the Regional Director.

What is harm?

Harm is any detrimental effect of a **significant nature** on a student's physical, psychological or emotional wellbeing. This could also include harm to an unborn child. Harm can be caused by physical abuse, psychological or emotional abuse, neglect or sexual abuse or exploitation.

Any behaviour that harms a student or places a student or unborn child at significant risk of harm is not acceptable. The department will not condone behaviours (e.g. a student witnessing domestic or family violence) or cultural customs (e.g. caning children or female genital mutilation) that fall into the definition of harm.

When do I discuss student protection concerns with the principal?

You should discuss **all** student protection concerns with the principal irrespective of whether you suspect the harm or risk 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.

What do I do if I suspect a student has been harmed or may be at risk of harm?

If you suspect a student has been harmed or may be at risk of harm you should:

- remain calm and don't overreact
- talk with the student in a way that's appropriate to their age and understanding
- respond in a caring and sensitive manner

- provide support as required, including considering whether medical assessment/intervention is necessary
- listen to what the student wants to tell you and use open ended questions if you need to seek further information – remember, you aren't responsible for investigating the concerns or conducting a formal interview. However, you may make enquiries and/or ask questions to the extent necessary to form a suspicion of harm
- tell the student that you must advise the principal as they will help to keep them safe
- inform the principal of the situation
- document relevant conversations and circumstances, including dates/times.

What if my concerns relate to the principal?

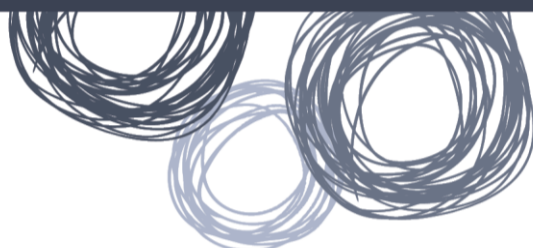
If you suspect the principal is responsible for causing harm to a student, report this to the Regional Director at the local [regional office](#) and the Ethical Standards Unit on (07) 3234 1514 or email: ethicalstandards@det.qld.gov.au.

What do I need to remember in relation to my own behaviour?

- **NEVER** intentionally harm a student, either physically, psychologically or emotionally
- **NEVER** make fun of, put down or unlawfully discriminate against a student
- **NEVER** touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example: sending a suggestive text message, showing a student inappropriate images, engaging in overfamiliar and unprofessional conduct with a student without sound educational reason)
- **NEVER** do or say anything that would make people think you are doing or intending to do something sexual to a student.

For further information

If you have any further questions or concerns about student protection matters, discuss them with the school principal or contact the relevant regional office. Contact details can be found at the following link: <http://education.qld.gov.au/schools/about/district.html>.



Declaration

By reviewing the Mandatory All-Staff Training program Key Messages guide, I confirm that I

- am aware of my responsibilities to work ethically, protect information, work safely and respond appropriately to any suspicion of harm to a student
- acknowledge my obligation to follow the department’s policies and procedures, as required
- know where to go for further information or support.

I understand that the Mandatory All-Staff Training program Record of Completion:

- is valid for 12 months
- is recognised in all departmental facilities and schools
- can be used as evidence of completion of Mandatory All-Staff Training program.

If you have any questions or concerns about the information provided in this guide or completing the declaration, please speak to the supervisor, manager or principal.

Volunteer, Contractor, Visitor to complete:

Name	
Signature	
Date	

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Record of Completion		
Mandatory All-Staff Training program Key Messages 2018		
Valid for 12 months from the date of issue		
Volunteer, Contractor, Visitor	Principal or Manager	School Stamp
Name:	Name:	
Signature:	Signature:	
Date:	Date:	

