

CHILD PROTECTION POLICY

Australian International Islamic College

Purpose: This policy outlines mandatory reporting obligations in accordance with the Education (General Provisions) Act 2006, the Child Protection Act 1999, the Child Protection Regulation 2023, the Criminal Code Act 1899 (sections 229BB and 229BC), and other relevant legislation, ensuring timely and compliant responses to harm or allegations of harm.

The purpose of this policy is to provide written processes about:

- how the school will respond to harm, or allegations of harm, to students under 18 years; and
- the appropriate conduct of the school's staff and students, to comply with accreditation requirements.

In addition to legislative compliance, the College is committed to fostering a child-safe environment and promoting the wellbeing of all students, consistent with the National Principles for Child Safe Organisations.

Scope: Students and employees, 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 Australian International Islamic College. This policy applies to all AIIC campuses and all members of the school community, including Board members. It covers all adults working or volunteering at the College in any capacity.

Status: Approved	Supersedes: Version May 2026
Authorised by: School Governing Body	Date of Authorisation: 01 July 2026

References

- Child Safe Organisations Act 2024
- Child Protection Act 1999 (Qld)
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2017 (Qld)
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
- Working with Children Check Act 2000 (Qld)
- Working with Children Check Regulation 2020 (Qld)
- Criminal Code Act 1899 (Qld) (sections 229BB and 229BC)
- Child Protection Regulation 2023 (Qld)
- Australian International Islamic College Complaints Handling Policy
- Australian International Islamic College Complaints Handling Procedure

- Australian International Islamic College Child Risk Management Strategy (for the Working with Children Check Act 2000 (Qld))
- Australian International Islamic College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))
- Australian International Islamic College Child Protection Reporting Form

Editor's note: references to the "Working with Children (Risk Management and Screening) Act/Regulation 2000/2020 (Qld)" have been updated to the Act's current title, consistent with the correction made in the Child Risk Management Strategy. Please verify the exact Regulation citation against the Queensland legislation register before submission.

Review Date: Annually	Next Review Date: May 2027
Policy Owner: School Governing Body	

Child Safe Statement: Alignment with National Principles for Child Safe Organisations

Australian International Islamic College is committed to upholding the National Principles for Child Safe Organisations, as endorsed by the Council of Australian Governments. These principles provide a nationally consistent approach to embedding child safety and wellbeing in organisational leadership, governance, and culture. They inform our risk management strategies, staff training, and student engagement practices.

All employees, volunteers, contractors and board members must comply with the College Child Safe Code of Conduct and Professional Boundaries Guidelines.

The College will comply with any reportable conduct obligations imposed under Queensland law and will cooperate with regulatory authorities.

Definitions

Section 9 of the Child Protection Act 1999 defines "harm", to a child, as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or by sexual abuse. Harm can be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

Section 10 of the Child Protection Act 1999 defines a "child in need of protection" as a child who has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm, and who does not have a parent able and willing to protect the child from that harm.

Section 364 of the Education (General Provisions) Act 2006 defines "sexual abuse", in relation to a relevant person, as including sexual behaviour involving the relevant person and another person in circumstances where: the other person bribes, coerces, exploits, threatens or is

violent toward the relevant person; the relevant person has less power than the other person; or there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Health and Safety

The school has written processes in place to enable it to comply with the requirements of the Work Health and Safety Act 2011 (Qld) and the *Working with Children Check Act 2000* (Qld).

Responding to Reports of Harm

All reports must be acted upon and forwarded to the relevant authority immediately, and no later than 24 hours from forming the suspicion, in compliance with legislated timeframes. When the school receives any information alleging harm¹ it will deal with the situation compassionately and fairly to minimise any likely harm to the extent it reasonably can. This is set out in the school's Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under the reporting obligations set out in this policy.²

Conduct of Staff and Students

All staff, contractors and volunteers must ensure that their behaviour towards, and relationships with, students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students.³

Reporting Inappropriate Behaviour

If information about harm, sexual abuse, or likely sexual abuse is received through any channel, including a complaint, the College will stop all other processes and follow the mandatory reporting steps in this policy without delay.

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to a designated staff member at their campus, as set out below.

Campus Contacts

DURACK

- Principal – Aftab Shepherd
- Head of Primary – Bibi Haajrah Hussein
- Head of Secondary – Renee Lazarus
- Assistant Head of Primary (Student Welfare) – Vaneesha Menon
- Assistant Head of Secondary (Student Welfare – male) – Hanif Sipho
- Assistant Head of Secondary (Student Welfare – female) – Habibun Nahar

- Administration Manager – Ahmed Azhari

CARRARA

- Principal – Mehmet Tevfik Kerimoglu
- Primary Coordinator – Nuraan Samodien
- Secondary Coordinator – Mehmet Tevfik Kerimoglu

BURANDA

- Campus Coordinator – Bandhana Kumar

LOGAN

- Principal – Walid Ali
- Primary Coordinator – Hope Exworthy
- Secondary Coordinator – Nesan Govinder

Dealing with Reports of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's governing body.⁵ Reports will be dealt with under the school's Complaints Handling Policy.

Reporting Sexual Abuse⁶

Section 366 of the Education (General Provisions) Act 2006 states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the school, that any of the following has been sexually abused by another person: a student under 18 years attending the school; a kindergarten-aged child registered in a kindergarten learning program at the school; or a person with a disability who, under section 420(2) of the Education (General Provisions) Act 2006, is being provided with special education at the school and is not enrolled in the preparatory year — then the staff member must give a written report about the abuse or suspected abuse to the Principal or to a director of the school's governing body immediately.

The school's Principal or the director must immediately give a copy of the report to a police officer. If the first person who becomes aware or reasonably suspects sexual abuse is the school's Principal, the Principal 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 a director of the school's governing body immediately.

A report under this section must include the following particulars:

- The name of the person giving the report (the "first person").
- The student's name and sex.

- Details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person.
- Details of the abuse or suspected abuse.
- Any of the following information of which the first person is aware: the student's address; the identity of the person who has abused, or is suspected to have abused, the student; and the identity of anyone else who may have information about the abuse or suspected abuse.⁷

No staff member, Principal, or director is to investigate allegations of sexual abuse or likely sexual abuse. The sole obligation is to report immediately in accordance with this policy and the law. Investigation is the role of the Queensland Police Service and/or the Department of Child Safety.

Reporting Likely Sexual Abuse⁸

Section 366A of the Education (General Provisions) Act 2006 states that if a staff member reasonably suspects, in the course of their employment at the school, that any of the persons listed above is likely to be sexually abused by another person, then the staff member must give a written report about the suspicion to the Principal or to a director of the school's governing body immediately.

The school's Principal or the director must immediately give a copy of the report to a police officer. If the first person who reasonably suspects likely sexual abuse is the school's Principal, the Principal must give a written report about the suspicion to a police officer immediately, and must also give a copy of the report to a director of the school's governing body immediately.

A report under this section must include: the name of the person giving the report (the first person); the student's name and sex; details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person; and any of the following information of which the first person is aware: the student's address; the identity of the person who is suspected to be likely to sexually abuse the student; and the identity of anyone else who may have information about the suspected likelihood of abuse.⁹

Reporting Physical and Sexual Abuse¹⁰

Reports under s.13E must be provided directly to the Chief Executive (Department of Child Safety) using the approved form or secure email, and may also be provided to police when immediate safety risks exist.

Under section 13E(3) of the Child Protection Act 1999, if a doctor, a registered nurse, a teacher or an early childhood education and care professional 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 has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect the child from that harm.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Child Safety, Seniors and Disability Services (or another department administering the Child Protection Act 1999), and should give a copy of the report to the Principal.

A report under this section must include: the basis on which the person has formed the reportable suspicion;¹¹ the child's name, age and sex; details of how to contact the child; details of the harm to which the reportable suspicion relates; particulars of the identity of the person suspected of causing the harm; and particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.¹²

Reports should be lodged as follows: Brisbane Child Safety Regional Intake — Phone: 1300 682 254, Email: bmbrisIntake@cyjma.qld.gov.au. Police Child Protection — Phone: 13 14 44, Email: CPIUIntakeInala@police.qld.gov.au.

Responsibilities under Criminal Code Act 1899 (Qld)

The Criminal Code Act 1899 includes two separate offences relevant to child sexual abuse: a failure to report a child sexual offence, and a failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years, or a person with an impairment of the mind. These are two distinct duties, owed by different groups of people, and they must not be conflated.

Failure to Report¹³

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies broadly to all adults, inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school. A reasonable excuse not to make a report under the Criminal Code Act 1899 includes that a report has already been made under the Education (General Provisions) Act 2006 (reporting sexual abuse or likely sexual abuse) or the Child Protection Act 1999 (reporting significant harm or risk of significant harm), as per this policy.

Failure to Protect¹⁴

The previous version of this policy incorrectly stated that section 229BB applies to "all adults associated with the school."

Section 229BB of the Criminal Code Act 1899 (Qld) creates a separate offence of failing to protect a child from a child sexual offence. Unlike the Failure to Report offence above, section

229BB applies only to a narrower category of “relevant adults” as defined in the Criminal Code — broadly, an adult who lives in the same household as the child and has regular unsupervised contact with the child. It does not apply generally to all employees, volunteers, contractors, parents and guardians associated with the school.

A relevant adult who knows that a child sexual offence is being committed against a child, and who is able to take steps to protect the child from the offence without unreasonable risk to their own safety or that of any other person, must take those steps or they commit an offence.

The College will ensure ongoing awareness of both obligations — the Failure to Report duty (s.229BC, applying to all adults associated with the school) and the Failure to Protect duty (s.229BB, applying only to relevant adults as defined above) — through annual training and regular communication, and will take care to keep the two duties distinct in all College communications and training materials.

Awareness

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students through communications to them, and will publish these processes on the school website, through school newsletters, staff induction, student assembly, student diaries, enrolment interviews, and material available from the school office.¹⁵

Accessibility of Processes

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.¹⁶

Training

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction, and will refresh this training annually.¹⁷

Implementing the Processes

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually.¹⁸

The annual compliance checks will include verification against s.16 of the Education (Accreditation of Non-State Schools) Regulation 2017 to ensure written processes are implemented, operational, and effective.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the Complaints Handling Policy.¹⁹ Confidentiality will be maintained to the extent possible, except where disclosure is required to protect a child's safety in accordance with legislation.

Student Reporting and Response Process (Inappropriate Behaviour by Staff Member)

(a) Process for a student to report inappropriate behaviour

Purpose: to ensure students can safely, confidentially, and confidently report concerns about staff behaviour.

1. Safe communication options — a student may report concerns verbally (in person), in writing (note/email), or through a confidential reporting box or digital form.
2. Designated staff member — the student reports to a stated staff member (see part (c) below). Students may choose whichever nominated staff member they feel most comfortable with.
3. Immediate safety check — the receiving staff member must ensure the student is safe and remove the student from any immediate risk if required.
4. Supportive response — the staff member must listen calmly and respectfully, avoid judgement or blame, and reassure the student that they did the right thing.
5. No secrecy promises — the staff member must inform the student that the information cannot be kept secret, and will be shared only with appropriate authorities to keep them safe.

(b) Process for how the report must be handled

Step 1 — Record the disclosure: document as soon as possible the student's words (verbatim where possible), date, time and location, details of the alleged behaviour, and observations of the student's emotional state. Do not investigate or ask leading questions.

Step 2 — Assess mandatory reporting requirements: under the Child Protection Act 1999, if there is reasonable suspicion of harm or risk of harm, the staff member must escalate, having determined whether the matter involves sexual abuse or likely sexual abuse, physical/emotional harm, or grooming/boundary violations.

Step 3 — Immediate escalation: report promptly to the school's Principal or Child Safety Officer/Child Protection Contact. If the allegation involves the Principal, report directly to the regional authority/governing body and to Queensland Child Safety Services or Police.

Step 4 — External reporting (mandatory if applicable): if the threshold is met, contact Child Safety Services and/or the Queensland Police Service for criminal matters.

Step 5 — Maintain confidentiality: share information strictly on a need-to-know basis and protect the student's identity and wellbeing.

Step 6 — Provide ongoing support: arrange school counselling, wellbeing staff support, and follow-up check-ins.

Step 7 — Documentation and record keeping: store records securely in accordance with legal requirements and maintain a clear audit trail of actions taken.

(c) Identification of at least two staff members

Students may report concerns to any of the following:

- School Counsellor / Student Wellbeing Officer — specially trained in student support and confidential disclosures.
- Deputy Principal / Assistant Principal / Coordinator — responsible for student welfare and school leadership.

Report of Suspected Harm or Sexual Abuse or Likely to be Sexually Abused

Private and Confidential

Date:	
School:	
School Phone:	
School Fax:	

Details of student/child harmed or at risk of harm/abuse; family details; person alleged to have caused the harm; details of harm reported; identity of others who may have information; and action taken (agencies notified) are recorded on the College's standard Report of Suspected Harm form, adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm. The full form is retained as an appendix to this policy and is available from the school administration and on the College's internal systems.

Footnotes

- [1] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7): the definition of “harm” for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld).
- [2] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)
- [3] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)
- [4] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)
- [5] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)
- [6] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)
- [7] Education (General Provisions) Regulation 2017 (Qld) s.68
- [8] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)
- [9] Education (General Provisions) Regulation 2017 (Qld) s.69
- [10] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(d)
- [11] Child Protection Act 1999 s.13G(2)(a)
- [12] Child Protection Regulation 2023 (Qld) s.4 – Information to be included in reports.
- [13] Criminal Code Act 1899 (Qld) s.229BC
- [14] Criminal Code Act 1899 (Qld) s.229BB
- [15] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)
- [16] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)
- [17] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)
- [18] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)
- [19] Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)