Student Safety and Wellbeing Policy

Purpose:	The purpose of this policy is to establish and promote a safe, inclusive and culturally responsive environment for all students, ensuring their safety and wellbeing are prioritised in every aspect of the school's operations. This policy provides written processes about how the school will implement and comply with the Child Safe Standards and Universal Principle as required under the *Child Safe Organisation Act 2024* (Qld).	
Scope:	Directors, 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, members of the broader school community, including parents/guardians, and visitors.	
Status:		**Supersedes**: 2025 Child Risk Management Strategy
Authorised by:	CLL Board of Directors	**Date of Authorisation**: 18/02/2026
References:	- CHILD SAFE ORGANISATIONS ACT 2024 (QLD) *QFCC GUIDELINES FOR IMPLEMENTING THE CHILD SAFE STANDARDS IN QUEENSLAND* - Working with Children (Risk Management and Screening) Act 2000 (Qld) - Working with Children (Risk Management and Screening) Regulation 2020 (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 2018 (Qld) - Education (Queensland College of Teachers) Act 2005 (Qld) - Education and Care Services National Law (Queensland) - Education and Care Services National Regulations - Criminal Code Act 1899 (Qld) - Blue Card Services Child and Youth Risk Management Strategy Toolkit The updated version of the following Policy can be read and acknowledged in your **Employment Hero** - JCC Child Protection Policy - JCC Recruitment, Selection and Appointment Policy - JCC Restricted Person Declaration Form - JCC Acceptable Use of ICT Policy - JCC Blue Card Policy - JCC Blue Card Register - JCC Complaints Handling Policy* - JCC Complaints Handling Procedures - JCC Enrolment Policy*	

	● JCC Parent Code of Conduct* ● JCC Performance Management System ● JCC Professional Learning Policy ● JCC Recruitment Policy ● JCC Reporting Concerns of Harm and Abuse Policy* ● JCC Restricted Person Declaration Form ● JCC Risk Management Framework ● JCC Staff Code of Conduct ● JCC Statement of Commitment to Student Safety and Wellbeing* ● JCC Student Code of Conduct* ● JCC Behaviour Management Policy* ***publicly available on the school website.**	
Review Date:	Annually	**Next Review Date**: 18/02/2027
Policy Owner:	CLL Board of Directors	

Definitions

Child safe entity, as per s10 of the *Child Safe Organisation Act 2024 QLD,* is an entity—

   A.   that provides—

      a.   services specifically for children; or
      b.   facilities specifically for use by children who are under the supervision of the entity; and
      c.   that is either—
      d.   mentioned in schedule 1; or
      e.   prescribed by regulation.

   1.   However, an individual is not a child safe entity unless the individual carries on a business as an entity mentioned in subsection (1), including, for example, as a sole trader or partner in a partnership under the *Partnership Act 1891, section 5*.

Child safe standards, as per s9 of the *Child Safe Organisation Act 2024 QLD,* are the following standards applying to an entity—

   A.   child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture;
   B.   children are informed about their rights, participate in decisions affecting them and are taken seriously;
   C.   families and communities are informed and involved in promoting child safety and wellbeing;
   D.   equity is upheld and diverse needs respected in policy and practice;
   E.   people working with children are suitable and supported to reflect child safety and wellbeing values in practice;
   F.   processes to respond to complaints and concerns are child-focused;
   G.   staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
   H.   physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
   I.   implementation of the child safe standards is regularly reviewed and improved;
   J.   policies and procedures document how the entity is safe for children.

Student, is any child or young person of any age, enrolled or seeking enrolment at Jabiru Community College.

Universal Principle, in implementing and complying with the Child Safe Standards, a child safe entity must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle).

QFFC, Queensland Family and Child Commission

Objectives

Jabiru Community College will implement and comply with the Child Safe Standards and understand they may be required to give an authorised officer of the Queensland Family and Child Commission (QFCC) information about the school's compliance. In implementing and complying with the Child Safe Standards, Jabiru Community College will provide an environment that promotes and upholds the right to cultural safety

of students who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle). The school will have regard to [Guidelines](#) made by the QFCC in implementing and complying with the Child Safe Standards and Universal Principle.

As per the Guidelines, this policy outlines the ways in which Jabiru Community College actions and prioritises the safety and wellbeing of students. Rules and expectations regarding student safe practices are outlined for staff, volunteers and community members with the aim of establishing a student safe environment.

This policy will:

01. Set out the school's expectations, practices, and approaches in relation to each of the Child Safe Standards, including the Universal Principle

02. Be displayed for public access on the school's website and at the school's office

03. Cover acceptable and unacceptable student to student, and student to adult interactions

04. Describe the school's commitment to equity, inclusion and cultural safety and how the organisation recognises, responds and respects these factors.

Principles

The implementation of, and compliance with, the Child Safe Standards and Universal Principle by Jabiru Community College are to be based on the following fundamental principles:

1) Child safe entity's, including Jabiru Community College, are responsible for continuously improving the ways in which, in their operations—

    a) the safety of children is promoted; and
    b) child abuse is prevented; and
    c) allegations of child abuse are properly responded to;

2) The Child Safe Standards are not a simple checklist. They encourage child safe entities to think about how their day-to-day work protects children's rights and safety.

Responsibilities

Jabiru Community College is responsible for developing and implementing this Student Safety and Wellbeing Policy and related policies and procedures to ensure it fulfils its CSS and Universal Principle obligations.

All governing body members, staff and volunteers at Jabiru Community College are responsible for acting in compliance with this policy and related policies and procedures.

Implementation of the Child Safe Standards

1. Leadership and Culture

Student safety and wellbeing is embedded in Jabiru Community College's leadership, governance and culture.

Statement of Commitment

Jabiru Community College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm. We act in accordance with the *Child Safe Organisations Act 2024 (QLD)* and implement the Child Safe Standards and Universal Principle to create a safe, inclusive, and accountable environment. We listen to students, value their views, and support them to participate in decisions that affect them.

Jabiru Community College is committed to the safety and inclusion of all students, including those from diverse cultural backgrounds, students with disability, LGBTQIA+ students, and students who may be experiencing vulnerability. We also make a clear commitment to the cultural safety of Aboriginal and Torres Strait Islander students and to providing an environment where their identities, cultures, and connections to Country are respected and upheld.

Risk Management

Jabiru Community College implements robust risk management processes to prevent, identify, and mitigate risks to students, and is committed to the monitoring of risk to the safety of students on an ongoing basis. Jabiru Community College will utilise various risk management tools including:

- JCC Risk Management Framework
- JCC Risk Management Policy
- JCC Risk Management Processes
- CLL Risk Appetite Statement
- JCC and CLL Risk Registers
- JCC Work Health & Safety Policy associated plans
- Sentral Student Management system

 to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to students.

Code of Conduct

At Jabiru Community College we expect our staff and volunteers to conduct themselves as follows:

- School staff and volunteers are expected to always behave in ways that promote the safety and wellbeing of our students. Staff must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Staff and volunteers should avoid situations where they are alone in an enclosed space without visibility with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, staff and volunteers must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the student of what they intend on doing and seek their consent.
- Staff 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.
- Staff and volunteers must not have a romantic or sexual relationship with a student.
- Staff and volunteers must treat all students, colleagues and community members with respect, fairness and dignity, regardless of culture, race, ethnicity, language, religion, ability, gender, sexual orientation, or background.
- Staff and volunteers must not engage in any form of racism, discrimination, harassment, or exclusionary behaviour. This includes verbal, written, online or behavioural actions that demean, stereotype or disadvantage an individual or group.
- Staff and volunteers must actively challenge racist or discriminatory behaviour when it occurs and follow school procedures for reporting such incidents.
- Staff and volunteers must promote a culturally safe, inclusive and respectful environment by valuing diversity, acknowledging cultural differences, and modelling culturally responsive behaviour at all times.

Information Sharing & Recordkeeping

Staff and volunteers understand their obligations in information-sharing and maintaining accurate, secure records about student harm and abuse concerns, disclosures, and responses.

2. Student Voice

Students are informed about their rights, participate in decisions affecting them and are taken seriously.

Jabiru Community College is committed to championing the voices of children and young people, ensuring they have genuine agency in matters that affect them. We listen to students in age-appropriate and culturally appropriate ways and create safe, structured opportunities for them to express their views.

Jabiru Community College uses the curriculum and educational programs to actively promote positive peer relationships and reduce student isolation by embedding learning experiences that strengthen social skills, empathy and respectful behaviours. Through a whole-school wellbeing programs, students are also provided with access to sexual abuse prevention education that builds their understanding of personal safety, protective behaviours and where to seek help. Together, these curriculum-based approaches support safer, more connected and more informed students.

Jabiru Community College ensures that all staff and volunteers are consistently attuned to indicators of harm and abuse and are equipped to recognise when a student may need support. Age-appropriate and trauma-informed processes are in place to help students communicate their concerns safely and confidently, and staff actively respond to these disclosures with care and professionalism in accordance with JCC Child Protection Policy.

3. Family and Community

Families and the community are informed and involved in promoting student safety and wellbeing.

Jabiru Community College recognises the vital role families and communities play in the safety, wellbeing, and education of students. We value strong, respectful, and collaborative partnerships with families and the broader school community.

We intentionally build inclusive relationships, particularly with First Nations families, local community members, and Elders. We honour Country and embed an Acknowledgement of Country in our practices to ensure students understand the importance of knowing and respecting the land on which we learn.

Jabiru Community College provides the following opportunities for parents and carers to contribute to the school community. Parent and Community Advisory Group, surveys, feedback forms.

Parents, carers and the school community are provided with opportunities to contribute to the development and review of relevant policies, procedures and decision-making.

Regular communication through emails, parent portal, BBQ lunch days, Learning meetings, ensures parents, carers and the school community are informed about the school's operations and governance.

Jabiru Community College is dedicated to the work of reconciliation and actions through commitment to the development of a Reconciliation Action Plan (RAP).

4. Equity and Diversity

Equity is upheld, and the diverse needs of students are respected in policy and in practice.

Jabiru Community College is committed to creating an inclusive, equitable environment where all students feel safe, respected, and supported. We actively work to remove barriers to participation and ensure our practices reflect cultural safety for all students.

This commitment is actioned through the following:

- JCC Inclusion Policy
- JCC Students with Disability Policy
- JCC Anti-Discrimination Policy
- JCC Code of Conduct
- JCC Behaviour Support Policy containing anti-bullying approaches
- Employment of two fulltime cultural workers

5. People

People working with students are suitable and supported to reflect student safety and wellbeing values in practice.

Jabiru Community College is committed to recruiting, selecting, training and managing staff in such a way that limits risks to students. In particular, Jabiru Community College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to student from staff 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 students, 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 students.

- 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.
- A probationary period of employment, which allows the school to further assess the suitability of the new staff 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 students from staff via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help staff 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 student risk management, and to assist staff to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - the school's policies and procedures
    - identifying, assessing and minimising risks to students
    - handling a disclosure or suspicion of harm to a student.
  - Keeping a record of the training provided to staff.
  - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

6. Complaints

Processes to respond to complaints and concerns are child focused.

Jabiru Community College is committed to maintaining a student-focused approach to receiving and responding to complaints. Our Complaints Handling Policy and Procedure outlines how concerns can be raised, the roles and responsibilities of staff, and the processes used to respond to different types of matters. We ensure that all complaints are taken seriously, addressed promptly and thoroughly, and managed in line with our reporting, privacy and employment law obligations.

Any concerns, disclosures or allegations relating to harm or abuse of a student are managed under the school's Child Protection Policy, which sets out our mandatory obligations to act protectively and report to the appropriate authorities.

7. Skills and Knowledge

Staff and volunteers of the school are equipped with the knowledge, skills and awareness to keep students safe through ongoing education and 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 training annually.

FOR CONSIDERATION: Jabiru Community College will:

- Provide all staff with induction training in cultural competency and cultural responsiveness, with annual refresher training to maintain and deepen these capabilities.
- Ensure all staff receive induction training in trauma-informed practice, supported by annual refresher training to embed consistent, evidence-based approaches across the school.
- Develop and implement a communications strategy that identifies key stakeholders and delivers regular, relevant information on the prevention of student harm and abuse, as well as best practice in Student Safety and Wellbeing.

8. Physical and Online Environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for students to be harmed.

Jabiru Community College proactively identifies and mitigates risks within both the physical and online environments, ensuring that safety measures do not compromise students' privacy or healthy development. Staff and students use online platforms in line with the school's code of conduct and related policies, supporting a safe, respectful and well-managed digital learning environment.

For further details about how Jabiru Community College manages risk see 1. Leadership and Governance above.

All staff, volunteers and students undergo annual online cyber safety training through Internet Safe Education.

9. Continuous Improvement
Implementation of the child safe standards is regularly reviewed and improved.

Jabiru Community College is committed to fostering a culture of continuous improvement in student safety, wellbeing and cultural respect. We recognise that embedding the Child Safe Standards and Universal Principle is a continuing journey that requires ongoing commitment, regular review and continual strengthening of our practices.

Jabiru Community College will:

- Review policies, procedures and practices regularly to ensure they remain effective, responsive and appropriate for the Jabiru Community College community. This includes undertaking periodic audits, self-assessments and reflective practice to identify strengths and opportunities for improvement.
- Analyse available data including complaints and concerns to identify causes and systemic issues and use these insights to inform continuous improvement of policies, procedures and practices.
- Conduct an annual self-assessment against the Child Safe Standards and Universal Principle using the QFCC self-assessment tool or equivalent.
- Develop and implement an improvement plan that has regard for the QFCC Guidelines.
- Measure and monitor outcomes by tracking meaningful indicators such as feedback from staff, students and families, incident reports, harm and abuse reports, training participation, and perceptions of cultural safety to understand current performance and areas requiring enhancement.
- Record, monitor and report to the school governing body, the School leadership Team and others as appropriate at your school regarding any breaches of this policy or related policies.
- Engage the school community in continuous improvement by seeking and listening to feedback, encouraging open dialogue, and partnering with students, families, staff, volunteers and community stakeholders to inform updates to policies and practices.
- Provide ongoing learning, training and development for staff and volunteers, including induction and refreshers, to ensure everyone understands their responsibilities for student safety and cultural safety and is equipped to respond effectively as new risks or needs arise.

10. Policies and Procedures

Policies and procedures document how the school is safe for children.

Jabiru Community College has embedded its Statement of Commitment to Student Safety and Wellbeing in all relevant policies and procedures. Jabiru Community College has made all relevant policies and procedures publicly available on its website, HR portal, school intranet, parent portal and copies are available on request from the school office. Staff and volunteers are trained in implementing relevant policies and procedures regularly.

Jabiru Community College ensures that its policies and procedures are accessible, developmentally appropriate and easily understood by all students and accessible formatting. Jabiru Community College is in the process (2026) of creating student-friendly versions of key policies using clear language, visual supports and formats that reflect the diverse communication needs of our students. These include simplified guides, posters, visual flow charts, infographics and digital tools such as apps or interactive resources.

Jabiru Community College regularly reviews these materials with student input to ensure they remain relevant, inclusive and effective in supporting students to understand their rights, know how to seek help, and participate confidently in matters affecting their safety and wellbeing.

Jabiru Community College is committed to ensuring its policies and procedures uphold cultural safety for Aboriginal and Torres Strait Islander students, families and communities. Where possible, the school will actively engage local Aboriginal and Torres Strait Islander Elders, community representatives and cultural advisors in the review, development and implementation of relevant policies and procedures.

Jabiru Community College will embed trauma-aware and trauma-informed practice across all relevant policies, procedures and guidance documents. This includes recognising the impact of trauma on students, understanding how trauma may influence behaviour and communication, and ensuring that staff are equipped to respond with sensitivity and consistency.

Related Jabiru Community College policies:

- JCC Child Protection Policy
- JCC Recruitment, Selection and Appointment Policy
- JCC Restricted Person Declaration Form
- JCC Acceptable Use of ICT Policy
- JCC Blue Card Policy
- JCC Blue Card Register
- JCC Complaints Handling Policy*
- JCC Complaints Handling Procedures
- JCC Enrolment Policy*
- JCC Parent Code of Conduct*
- JCC Performance Management System
- JCC Professional Learning Policy
- JCC Recruitment Policy
- JCC Reporting Concerns of Harm and Abuse Policy*
- JCC Restricted Person Declaration Form
- JCC Risk Management Framework
- JCC Staff Code of Conduct
- JCC Statement of Commitment to Student Safety and Wellbeing*
- JCC Student Code of Conduct*
- JCC Volunteer Code of Conduct*
- JCC Behaviour Management Policy*

*publicly available on the school website.

05.

Helpful Links

- Independent Schools Queensland's Child Protection Decision Support Trees
- Department of Children, Youth Justice and Multicultural Affairs Child Protection Guide resource
- Blue Card Services resources

Appendices
- Appendix 1 – Summary of Reporting Harm
- Appendix 2 – Reporting Forms for Suspected Harm or Sexual Abuse

Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police immediately	EGPA sections 366 and 366A
Teacher	Sexual and physical	Awareness or a suspicion of 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	Awareness or a suspicion of Significant harm, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not 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 a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Awareness or a suspicion of Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

Appendix 2

Reporting Forms

Reports can be made using the following digital forms. All forms collect the particulars outlined above which are required for reports under each section of this policy.

- **Suspected physical or sexual harm report For reporting to the College Principal suspected physical or sexual harm caused by any person to a child. To be documented on Sentral directly into a student's file**

   Wellbeing>Incident reports>Type: Suspected Physical or Sexual Harm
   Sentral is available on all staff devices including phones

- **Physical or sexual harm caused by a College Co-Principal form For reporting to the Chairperson of CLL suspected physical or sexual harm allegedly *caused by a College Co-Principal* towards a child.**
   https://docs.google.com/a/jcc.qld.edu.au/forms/d/e/1FAIpQLScEl2oxNql1BF-d0bMTQIW9b-6mNvevDv8LlCQUUSR7FF7g9w/viewform
   This form is available from any internet connected device. Please note that access to form submission results are restricted to the Chairperson of Community Learning Ltd. To maintain confidentiality this form will not be moved to Sentral as Co-Principals have vision of all reports in Sentral.

Reports to External Authorities

- **Report of Suspected Sexual Abuse to QLD Police form To be used only by the College Principal or Director to report suspected Sexual abuse to the Police.**

   https://docs.google.com/document/d/12K-mYWn8ZNrxJSUAsXgBtgZlSq9Gq7rLr2YS8CORwr8/edit?usp=sharing This form is only for Co-Principals or Directors use This form needs to be downloaded, completed and then emailed to cpiu.northbrisbane@police.qld.gov.au. The completed form to be scanned and uploaded to student's Sentral file. StudentName>Documents>Confidential

DCSYW Form: To be used by any member of college staff to report suspected physical or sexual abuse directly to the Chief Executive of the Department of Children, Youth Justice and Multicultural Affairs (or other department administering the Child Protection Act 1999).
https://secure.communities.qld.gov.au/cbir/ChildSafety#
This form is managed and hosted by the Department. Once submitted the completed form to be scanned and uploaded to student's Sentral file. StudentName>Documents>Confidential If for any reason these forms are unavailable (e.g. internet/network failure) reports can be made in writing to the relevant member of staff or external authority. In such cases, ensure that the relevant particulars (as outlined above) are included in the written report and a copy of the form to be scanned and uploaded to Young Person's Sentral file. StudentName>Documents>Confidential