



16 January 2006

RECEIVED
18 JAN 2007

BY:

Mr Matthew Glen
Manager of the Office of
Non-StateSchool Education
PO Box 15347
City East QLD 4002

Dear Matthew,

Further to our telephone call on Monday, 15 January 2007, I write to notify you of a change of details regarding the position of Headmaster at Ormiston College. In 2006 I commenced as Headmaster replacing predecessor David Hosking and I ask that your records are changed accordingly.

I confirm that Ormiston College will submit a Cyclic Review Plan by March 2007 and it is expected that a subsequent report will be submitted by September 2007.

Prior to the submission of the Cyclic Review Plan I would like to invite you to visit Ormiston College. Your feedback on our draft plan would be valuable and we would be delighted if you could tour the campus with us during this time. It is anticipated that the draft would be available for viewing approximately mid February and we will contact your office to arrange this visit at a mutually convenient time.

I thank you in anticipation of your assistance.

Yours faithfully,

Brett Webster
HEADMASTER

Ph: 07 3821 8984

Email: headmaster@ormistoncollege.com



16 January 2006

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BY:

Mr Matthew Glen
Manager of the Office of
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PO Box 15347
City East QLD 4002

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I thank you in anticipation of your assistance.

Yours faithfully,

Brett Webster
HEADMASTER

Ph: 07 3821 8984

Email: headmaster@ormistoncollege.com

Wed. 14th @ 11.00 am.

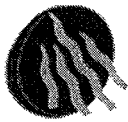
deputy.

Paul Barnbrook.

Ormiston College

3488 6746.

Re: Accreditation Plan
invite him to the college.



**Non-State Schools
Accreditation Board**
Queensland Government

Census Preparatory/Year 1 Audit

School Details

Audit Year: 2007

Audit Type: Prep audit

School Name: **Ormiston College**
CIS Code: 5796

School District: South East Brisbane
Governing Body: Ormiston College Ltd

Principal: Mr Brett Webster
Position: Headmaster

Site Address: 97 Dundas Street West
Site Postcode: 4160
Site Suburb: Ormiston

Census Information

Year: 2007	2007 Survey enrolment		Audit Adjustment enrolment		Comments
	Male	Female	Male	Female	
Section 2. Overseas students					
Preparatory	0	0			
Year 1	0	0			
Section 3. Preparatory students					
Type A	19.	15.			No discrepancy
Type B	12.	10.			No discrepancy Exemption letters not obtained at audit date.
Type C	0 0	0 0			
Type D	0 0	0 0			
Section 4. Full-time students					
Preparatory	31	25			No discrepancy
Year 1	36	21			No discrepancy
Section 5. Part-time students					
Preparatory	0 0	0 0			
Year 1	0 0	0 0			
Section 6. ESL students					
Preparatory	0	0			
Year 1	0	0			

Auditor: Ted Hobbs; Audit date: 27 April 2007

Ted Hobbs 29-5-07



10 November 2006

Mr John Miller
Chairman
Ormiston College Ltd
PO Box 1548
BRISBANE QLD 4001

R115 154

Dear Mr Miller

I am writing to inform Ormiston College Ltd, as governing body of Ormiston College (Ormiston), about the effect of changes to the *Education (Accreditation of Non-State Schools) Act 2001* (the "Accreditation Act") on the college's accreditation for preschool education, and the governing body's eligibility for Government funding for preschool education.

These changes to the Accreditation Act are as a result of the enactment of the new *Education (General Provisions) Act 2006* to replace the *Education (General Provisions) Act 1989*.

With the introduction on 1 January 2007 of the preparatory year of schooling as part of primary education, preschool education will be discontinued as a separate type of education.

The Accreditation Act provides for certain transition provisions for existing non-State schools and their governing bodies.

In respect of Ormiston College (Ormiston), the transition provisions specify that on and from 1 January 2007:

- the college's accreditation for primary education will include the preparatory year of schooling; and
- Ormiston College Ltd will be eligible for Government funding for the preparatory year of schooling for the college.

It would be appreciated if you would return the college's current *Certificate of Accreditation* to the Non-State Schools Accreditation Board as soon as possible after 1 January 2007, but no later than 1 March 2007. The Board's postal address is PO Box 15347, City East Qld 4002.

On receiving the certificate, the Board will issue a replacement certificate.

Please feel free to contact Ms Helen Linklater, Senior Policy Officer, Office of Non-State Education, on telephone (07) 3235 9947, if you require further information about this matter.

Yours sincerely

Mr P M Parsons
Director

Floor 18 Education House
30 Mary Street Brisbane 4000
PO Box 15347 City East
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 0004
Website www.nssab.qld.edu.au



6 April 2004

Mr Donald Boyd
Chairman
Ormiston College Ltd
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Boyd

I am writing to you as the nominated contact for Ormiston College Ltd, the governing body of Ormiston College under the *Education (Accreditation of Non-State Schools) Act 2001*, to advise you of an initiative commenced by the Non-State Schools Accreditation Board (the "Board") and to seek your assistance in providing the Board with copies of particular documents and other related information.

I wrote to all non-State school governing bodies on 3 December 2003 to give advance notification of new legislation in relation to student protection at non-State schools and an outline of the planned follow-up action in 2004 by the Accreditation Board.

By way of a brief overview, new legislation is being enacted dealing with the mandatory reporting to police of actual or suspected sexual abuse of students by employees of State and non-State schools.

The *Education (General Provisions) Act 1989* has been amended to include a new section 146B, which details the obligation to report sexual abuse of a student under 18 years attending a non-State school (see Attachment A). State schools are similarly covered by section 146A.

The *Education (General Provisions) Regulation 2000* has been amended to include a new section 76AA, which sets out the particulars that must be included in a report about sexual abuse (see Attachment B).

The present section 10 (Health, safety and conduct of staff and students) of the *Education (Accreditation of Non-State Schools) Regulation 2001* has been amended to reorganise and simplify the current wording in various places, and to include a new subsection 10(5)(a), which is a statutory reference to reporting sexual abuse or suspected sexual abuse in compliance with section 146B of the *Education (General Provisions) Act 1989* (see Attachment C).

The new and amending legislation mentioned above will come into force on 19 April 2004.

Since the beginning of 2002, section 10 has placed an obligation on schools to have certain written processes in place about the **conduct of staff and students**, and required schools to be able to demonstrate that they are complying with the written processes. As a result of the student protection initiatives detailed above, the Board expects that schools will need to make some adjustments to their current written processes.

As foreshadowed in my 3 December 2003 letter, the Board has now commenced a program involving all non-State schools to establish the extent of conformity with the statutory requirement to have in place and operational specific written processes about the conduct of staff and students (as amended to include mandatory reporting).

Floor 18 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street BC
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 0004
Website www.nssab.qld.edu.au

Accordingly, the Board requests that for any school under your governance, after the school's written processes about the conduct of staff and students have been adjusted to include mandatory reporting matters, you provide the Board with the documents and information described below:

- (a) A copy of the written processes about the conduct of staff and students mandated by subsection 10(2) and further regulated by subsections 10(3) to 10(8) of the *Education (Accreditation of Non-State Schools) Regulation 2001*.
- (b) A description of how the governing body is complying with subsection 10(6) of the *Education (Accreditation of Non-State Schools) Regulation 2001*.
- (c) A description of how the school is implementing the written processes [subsection 10(7) of the *Education (Accreditation of Non-State Schools) Regulation 2001* refers].

If any of the requested material is embedded in a document containing a range of other related or unrelated information, it is open to you to send that larger document. If you do send it in that form, however, it would be appreciated if you would tag and mark clearly the requested information with cross references to the relevant sections of the legislation to enable the material to be readily identified and located by Board Members.

The Board would appreciate this material **as soon as possible**, but no later than **28 May 2004**.

Please note that the Board is not requiring the written processes about health and safety of staff and students mentioned at subsection 10(1) of the *Education (Accreditation of Non-State Schools) Regulation 2001*.

I have attached a copy of the relevant sections of the legislation for your assistance. Also, a copy of the legislation referred to in this letter may be found on the Queensland Parliamentary Counsel's web site at <http://www.legislation.qld.gov.au> or a copy may be purchased from Goprint, the Government Bookshop, by telephoning (07) 3246 3399 or Toll Free 1800 679 778.

The Board notes that, even though schools will already have written processes in place and be implementing them, some effort may still be required by governing bodies and school staff to include these legislated student protection initiatives into the processes. Members of the Board would like to thank you and relevant school staff in advance for assistance with this important matter, and look forward to receiving the requested material as soon as possible.

I invite you to contact Ms Debbie Tanzer of the Board's office on telephone (07) 3237 9947 if you require further information about this matter.

Yours sincerely



Emeritus Professor Roy Webb AO
Chairperson

Enc

Education (General Provisions) Act 1989

Amendments to section 2 — Proclaimed to commence on 19 April 2004

New section 146B — Proclaimed to commence on 19 April 2004

2 Interpretation

(1) In this Act

“**employee**”, of a non-State school or State school, means a person engaged to carry out work at the school for financial reward.

“**principal**”, of a non-State school with no position by that name, means a person responsible for the school’s day-to-day management.

“**reasonably suspects**” means suspects on grounds that are reasonable in the circumstances.

146B Obligation to report sexual abuse of student under 18 years attending non-State school

(1) Subsection (2) applies if a staff member of a non-State school (the “**first person**”) becomes aware, or reasonably suspects, that a student under 18 years attending the school has been sexually abused by someone else who is an employee of the school.

(2) The first person must give a written report about the abuse, or suspected abuse, to the school’s principal or a director of the school’s governing body

(a) immediately; and

(b) if a regulation is in force under subsection (3), as provided under the regulation.

Maximum penalty—20 penalty units.

(3) A regulation may prescribe the particulars the report must include.

(4) A non-State school’s principal or a director of a non-State school’s governing body must immediately give a copy of a report given to the principal or director under subsection (2) to a police officer.

Maximum penalty—20 penalty units.

(5) A person who makes a report under subsection (2), or gives a copy of a report under subsection (4), is not liable, civilly, criminally or under an administrative process, for giving the information contained in the report to someone else.

(6) Without limiting subsection (5)—

(a) in a proceeding for defamation, the person has a defence of absolute privilege for publishing the information; and

(b) if the person would otherwise be required to maintain confidentiality about the given information under an Act, oath, rule of law or practice—the person does not contravene the requirement by giving the information.

(7) In this section—

“**director**”, of a non-State school’s governing body, means—

(a) if the governing body is a company under the Corporations Act—a person appointed as a director of the governing body; or

(b) otherwise—a person who is, or is a member of, the executive or management entity, by whatever name called, of the governing body.

Education (General Provisions) Regulation 2000

New section 76AA — To commence on 19 April 2004

76AA Report about sexual abuse—Act, ss 146A and 146B

A report under section 146A or 146B of the Act 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 an employee of the school;
 - (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 employee 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.
-

Released under the
by NSSAB

Education (Accreditation of Non-State Schools) Regulation 2001

Existing section 3 — Not amended

Amendments to section 10 — To commence on 19 April 2004

3 What is “harm” caused to a student under 18

(1) “Harm”, caused to a student under 18 years, is any detrimental effect of a significant nature on the student’s physical, psychological or emotional wellbeing.

(2) It is immaterial how the harm is caused.

(3) Harm can be caused by—

- (a) physical, psychological or emotional abuse or neglect; or
- (b) sexual abuse or exploitation.

10 Health, safety and conduct of staff and students

(1) A school must have written processes about the health and safety of its staff and students, that accord with relevant workplace health and safety legislation.

(2) Also, the school must have written processes about the appropriate conduct of its staff and students, that accord with legislation applying in the State about the care or protection of children.

(3) Without limiting subsection (2), the processes must include—

- (a) a process for the reporting by a student to a stated staff member of behaviour of another staff member that the student considers is inappropriate; and
- (b) a process for how the information reported to the stated staff member must be dealt with by the stated staff member.

(4) For the process mentioned in subsection (3)(a), there must be stated at least 2 staff members to whom a student may report the behaviour.

(5) Also, without limiting subsection (2), the processes must include the following—

- (a) a process for reporting sexual abuse or suspected sexual abuse in compliance with the *Education (General Provisions) Act 1989*, section 146B;
- (b) a process for—
 - (i) the reporting by a staff member, to the school’s principal or another person nominated in the process, of harm that—
 - (A) the staff member is aware or reasonably suspects has been caused to a student who, when the harm was caused or is suspected to have been caused, was under 18 years; and
 - (B) is not harm to which the process mentioned in paragraph (a) applies; and
 - (ii) the reporting by the principal or other person, to a relevant State authority, of the harm or suspected harm if the principal or other person also is aware or reasonably suspects the harm has been caused.

(6) The processes must—

- (a) be readily accessible by the staff and students; and
- (b) provide for how the staff and students are to be made aware of the processes.

(7) The school’s governing body must be able to demonstrate how the school is implementing the processes.

(8) In this section—

“relevant State authority”, means—

- (a) the chief executive, or another officer, of the department in which the *Child Protection Act 1999* is administered; or
- (b) an authorised officer under the *Child Protection Act 1999*; or
- (c) a police officer.



File Reference: MO159
School No: 5796

5 February 2004

Mr David Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Hosking

The Non-State Schools Accreditation Board has now been in full operation for just over two years. As part of the new accreditation and accountability regime established by the *Education (Accreditation of Non-State Schools) Act 2001*, the Board is required to maintain a register of information about accredited non-state schools.

This information has been collected over previous years through the annual data collection, applications to the Board, the Validation Survey conducted in November 2001 and *ad hoc* contact with individual schools. Every effort is made to keep the database up-to-date so that the Board can provide a high level of service to the non-state school sector.

Attached is a survey form that shows key information held on the Register of Non-State Schools in Queensland about Ormiston College and its governing body. The Board would appreciate your assistance in checking this information. Space is provided to confirm the data shown or to correct or add to it, if necessary.

It would be helpful if the survey form were completed and faxed back to Ms Helen Linklater on (07) 3237 0004 by Friday, 5 March 2004.

Should you have any queries about the data provided or about additional information being sought, please contact Ms Linklater via email at helen.linklater@qed.qld.gov.au or by telephone on (07) 3235 9947.

Yours sincerely

LAURIE VOGLER
Director
Office of Non-State Education

Enc



File Reference: MO159
School No: 5796

5 February 2004

Mr David Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Hosking

Please find enclosed the *Workbook and Explanatory Notes* for the 2004 *State Government Survey Data Collection for Non-State Schools* in Queensland.

As in 2003, the Non-State Schools Accreditation Board will use electronic distribution, completion and lodgement of this year's Survey Data Collection. The electronic form will be a Microsoft Excel document and will be emailed to schools in the week ending **13 February 2004**. Schools that have not received the email by that date or have any difficulty in using the file attached to the email should contact Ms Helen Linklater, Project Officer, Non-State Schools Accreditation Board (telephone 3235 9947) by **Wednesday, 18 February 2004**.

School email addresses currently held by the Board will be used as the basis for distribution. Please advise Ms Linklater (telephone 3235 9947 or email helen.linklater@ged.qld.gov.au) immediately if your school's email address has changed. The email address for your school is currently recorded as –

admin@ormistoncollege.com

The 2004 *State Government Survey Data Collection for Non-State Schools* must be completed using enrolment data as at **Friday, 27 February 2004** and must be returned no later than **Friday, 5 March 2004**. These dates are set down in Queensland legislation.

As you would be aware, the information derived from this survey is used in the allocation of funds distributed by the State Government to non-state schools and representative bodies. It is therefore imperative that all schools ensure that the data provided is accurate and that the form is submitted by the due date. To that end, detailed instructions are provided in the accompanying workbook. These instructions are intended to guide the compilation of data provided by schools to the State Government.

Principals are requested to ensure that students entered on this data collection conform to the definition of a student on page 3 of the attached workbook.

Consistency with the Commonwealth Census

As in previous years, the definitions used are closely aligned with those used by the Commonwealth in its annual Census of Non-Government Schools. This is intended to reduce the workload of schools and also allows the comparison of data as part of a data validation exercise. It is therefore important that schools ensure that the same procedures are used to compile data for this collection in February as are used in Semester 2 to compile data for the Commonwealth census. Observed discrepancies between data provided to the State and Commonwealth may require further data validation processes to be undertaken in relation to individual schools.

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street BC
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946

Non-state schools participating in the Preparing for School trials

The 14 non-state schools participating in the *Preparing for School* trials in 2004 should complete the necessary worksheet of the document. These schools are required to complete the enclosure, which identifies the number of students participating in the Preparatory Year trials, to allow the correct calculation of their funding allocation.

Release of data

As usual, the Board is seeking fresh agreement of all non-state schools to the ongoing exchange of data with the Commonwealth Department of Education, Science and Training and the release to nominated non-state schooling organisations of information collected through this survey. Please note that all schools should complete this new authorisation even if an authorisation has been given in previous years.

Return of survey form

As advised above, the *2004 State Government Survey Data Collection for Non-State Schools* should be completed using enrolment data as at **Friday, 27 February 2004** and should be returned no later than **Friday, 5 March 2004** as follows:

- All Catholic Diocesan-owned schools are asked to forward their completed survey forms to the relevant diocesan office:
 - Catholic Archdiocese of Brisbane: to the Brisbane Catholic Education Centre, c/- Mr Trevor Reid at treid@bne.catholic.edu.au
 - Cairns Catholic Diocese: to the Catholic Education Office, c/- Mr Paul McArthur at paulm@cairns.catholic.edu.au
 - Rockhampton Catholic Diocese: to the Catholic Education Office, c/- Ms Joanne Winter at j.winter@rok.catholic.edu.au
 - Townsville Catholic Diocese: to the Catholic Education Office, c/- Ms Trish Scholes at tscholes@tsv.catholic.edu.au
 - Toowoomba Catholic Diocese: to the Catholic Education Office, c/- Ms Joanne Coulson at joanne.coulson@twb.catholic.edu.au

These authorities have undertaken to return the completed survey forms to the Non-State Schools Accreditation Board.

- All other schools should return their survey form directly to the Non-State Schools Accreditation Board at the email address below:

helen.linklater@qed.qld.gov.au

If schools experience any difficulties in gaining access to the files or in using them, they should request a printed copy of the survey form from the Board.

Should you have any enquires, please contact Ms Linklater on telephone (07) 3235 9947; fax (07) 3237 0004 or the email address provided above.

Yours sincerely



LAURIE VOGLER
Director
Office of Non-State Education

Enc



3 December 2003

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Boyd

I am writing to you as the nominated contact for Ormiston College Ltd, the governing body of Ormiston College under the *Education (Accreditation of Non-State Schools) Act 2001*, to remind you that all positive notices (blue cards) issued by the Commissioner for Children and Young People to directors of non-State schools' governing bodies remain current for a period of two years after they are issued.

The Non-State Schools Accreditation Board recently noted that positive notices for some directors are due to expire in the near future.

In order to comply with the Act, each director of a school's governing body must have a current positive notice. Under the Act, if a director of a school's governing body does not have a current positive notice, the Accreditation Board has no alternative but to decide that the governing body is not suitable to continue to be the school's governing body.

This is, therefore, a reminder to directors to monitor the expiry date of their positive notice and to make sure that an application to the Commissioner for Children and Young People is lodged in sufficient time for issuing a new positive notice before the expiry of the present notice.

Thank you in advance for your attention to this matter, which the Accreditation Board trusts will prevent difficulties arising from the unanticipated expiry of positive notices.

Information to assist with applying for new positive notices can be obtained directly from the **Commission for Children and Young People** on 1800 113 611 (free call), its website at www.childcomm.qld.gov.au/ or by e-mail at wmaster@childcomm.qld.gov.au.

If you have inquiries about other matters concerning accreditation or funding eligibility of non-State schools, you are invited to contact the Accreditation Board by telephoning (07) 3237 9947.

Yours sincerely

LAURIE VOGLER
Director

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street BC
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946



File Reference: MO159

6 February 2003

Mr David Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND Q 4163

Dear Mr Hosking

Please find enclosed the *Workbook and Explanatory Notes* for the 2003 State Government Survey Data Collection for Non-State Schools in Queensland.

For 2003, the Non-State Schools Accreditation Board is trialling electronic distribution, completion and lodgement of the Survey Data Collection. The electronic form will be a Microsoft Excel document and will be emailed to schools in the week ending 14 February 2003. Schools that have not received the email or have any difficulty in using the attached file should contact Ms Helen Linklater, Project Officer, Non-State Schools Accreditation Board (telephone 3235 9947) by Wednesday, 19 February 2003.

Email addresses currently held by the Board will be used as the basis for distribution. Please advise Ms Linklater immediately if a different address should be used. The email address for your school is currently recorded as -

admin@ormistoncollege.com

The Excel document must be completed using enrolment data as at **Friday, 28 February 2003** and must be returned no later than **Friday, 7 March 2003**.

As you would be aware, the information derived from this survey is used in the allocation of funds distributed by the State Government to non-state schools and representative bodies. It is therefore imperative that all schools ensure that the data provided is accurate and that the form is submitted by the due date. To that end, detailed instructions are provided in the accompanying workbook. These instructions are intended to guide the compilation of data provided by schools to the State Government.

Consistency with the Commonwealth Census

As in previous years, the definitions used are closely aligned with those used by the Commonwealth in its annual Census of Non-Government Schools. This is intended to reduce the workload of schools and also allows the comparison of data as part of a data validation exercise. It is therefore important that schools ensure that the same procedures are used to compile data for this collection in February as are used in Semester 2 to compile data for the Commonwealth census. Observed discrepancies between data provided to the State and Commonwealth may require further data validation processes to be undertaken in relation to individual schools.

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PO Box 347 Brisbane Albert Street BC
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946

New schools

Principals of new non-state schools that are in the process of seeking accreditation and/or funding are also asked to complete the enclosed survey. This will ensure that if new schools are approved to receive state funding, comparable data will be available on which to base funding for 2003. If new schools fail to gain accreditation, survey data will not be used for funding purposes.

Non-state schools accredited for distance education

Only schools accredited as schools of distance education will be sent a distance education enclosure. In addition to the survey form, these schools are required to complete and return the enclosure, which identifies the different groups of students undertaking programs through the school, to allow the correct calculation of their funding allocation.

Non-state schools participating in the "Preparing for School" trials

Schools participating in the *Preparing for School* trials in 2003 will be sent an additional enclosure. These schools are required to complete and return the enclosure, which identifies the number of students participating in the preparatory year trials, to allow the correct calculation of their funding allocation.

Release of data

The Board is seeking fresh agreement of all non-state schools to the ongoing exchange of data with the Commonwealth Department of Education, Science and Training and the release to nominated non-state schooling organisations of information collected through this survey. Please note that all schools should complete this new authorisation even if an authorisation has been given in previous years.

Return of survey form

As advised above, the survey form should be completed using enrolment data as at **Friday, 28 February 2003** and should be returned no later than **Friday, 7 March 2003** as follows:

- All Catholic Diocesan-owned schools are asked to forward their completed survey forms to the relevant diocesan office:
 - Catholic Archdiocese of Brisbane: to the Brisbane Catholic Education Centre, C/- Trevor Reid at treid@bne.catholic.edu.au
 - Cairns Catholic Diocese: to the Catholic Education Office, C/- Paul McArthur at paulm@ceo.cairns.catholic.edu.au
 - Rockhampton Catholic Diocese: to the Catholic Education Office, C/- Joanne Pontifex at j.pontifex@rok.catholic.edu.au
 - Townsville Catholic Diocese: to the Catholic Education Office, C/- Ms Trish Scholes at p.scholes@ceo.tsv.catholic.edu.au
 - Toowoomba Catholic Diocese: to the Catholic Education Office, C/- Mr Ray Andersen at ray.andersen@twb.catholic.edu.au

These authorities have undertaken to return the completed survey forms to the Non-State Schools Accreditation Board.

- All other schools should return their survey form directly to the Non-State Schools Accreditation Board at the email address below:

helen.linklater@ged.qld.gov.au

3.

If schools experience any difficulties in gaining access to the files or in using them, they should request a printed copy of the survey from –

Ms Helen Linklater
Project Officer
Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET BC Q 4002.

Should you have any enquires, please contact Ms Linklater on telephone (07) 3235 9947; fax on (07) 3237 9946 or on the email address provided earlier.

Yours sincerely



LAURIE VOGLER
Director

Enc

Released under the RTI Act
by NSSAB



**Non-State Schools
Accreditation Board**
Queensland Government

3 September 2002

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND Q 4163

Dear Mr Boyd

Recently your college received its *Certificate of Accreditation* from the Non-State Schools Accreditation Board.

For the sake of simplicity and clarity, the certificate was designed to show only the name of the school, its address and the type(s) of education for which it is accredited.

The legislation under which the new accreditation and accountability regime has been implemented also refers to 'attributes' attaching to a school's accreditation.

These attributes comprise the formal details of your college's accreditation and consist of information such as the governing body, type(s) of education offered, years of schooling, and whether the school offers distance education or boarding facilities. For schools that are operating across more than one physical location, the accreditation attributes are site specific.

Accordingly, I am forwarding the attached *Statement of Accreditation Attributes* for Ormiston College to you as the person who has been authorised by the school's governing body to act on its behalf.

The *Statement of Accreditation Attributes* specifies approved accreditation attributes for the college and should be retained for future reference. If your governing body at any time in the future wishes to change any of these attributes, it will need to make a formal application to the Non-State Schools Accreditation Board. An application form for this purpose is available from the Office of Non-State Schooling.

Because of the importance of having this data correct, please advise the Office if you have questions about the accuracy of any data shown on the attached statement. Please contact Ms Helen Linklater, Project Officer, via email at helen.linklater@qed.qld.gov.au or by telephone on (07) 3235 9947.

Yours sincerely

LAURIE VOGLER
Director

Enc

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946



Ormiston College

ATTRIBUTES OF ACCREDITATION

LOCATION:	97 Dundas Street West Ormiston Q 4160
NAME OF GOVERNING BODY:	Ormiston College Ltd
TYPE OF EDUCATION APPROVED TO BE OFFERED:	Preschool and primary education
YEARS OF SCHOOLING (ACCREDITATION):	Preschool to Year 7
YEARS OF SCHOOLING (FUNDING ELIGIBILITY):	Preschool to Year 7
STUDENT INTAKE TYPE:	Co-educational
MODE OF DELIVERY:	Classroom
APPROVED FOR BOARDING:	No
BOARDING YEAR LEVELS:	Not Applicable
ESTABLISHMENT PHASE:	No
SECTOR OF SCHOOLING YET TO OPERATE:	Not Applicable
SECTOR STUDENT INTAKE DAY:	Not Applicable

Code on the Queensland Register of Non-State Schools:

5796



Ormiston College

ATTRIBUTES OF ACCREDITATION

LOCATION:	97 Dundas Street West Ormiston Q 4160
NAME OF GOVERNING BODY:	Ormiston College Ltd
TYPE OF EDUCATION APPROVED TO BE OFFERED:	Secondary education
YEARS OF SCHOOLING (ACCREDITATION):	Year 8 to Year 12
YEARS OF SCHOOLING (FUNDING ELIGIBILITY):	Year 8 to Year 12
STUDENT INTAKE TYPE:	Co-educational
MODE OF DELIVERY:	Classroom
APPROVED FOR BOARDING:	No
BOARDING YEAR LEVELS:	Not Applicable
ESTABLISHMENT PHASE:	No
SECTOR OF SCHOOLING YET TO OPERATE:	Not Applicable
SECTOR STUDENT INTAKE DAY:	Not Applicable

Code on the Queensland Register of Non-State Schools:

5796



27 August 2002

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND Q 4163

Dear Mr Boyd

I am writing to you as the nominated contact for Ormiston College Ltd, governing body of Ormiston College under the *Education (Accreditation of Non-State Schools) Act 2001*, to make the governing body aware of the new requirements to acquit State funds paid to the school each year under part 8A of the *Education (General Provisions) Act 1989*. This Act makes the Non-State Schools Accreditation Board (the Accreditation Board) responsible for this process.

The new processes will commence early next year for certain allowances paid during 2002. Either the governing body or its nominee will be able to complete the acquittal requirements.

The Accreditation Board is yet to finalise the design of the acquittal form for 2003. At this stage, however, it expects that the form will include pre-printed details of the name of the school, the name of the school's governing body, and the amount of relevant allowances paid to the school in 2002. A copy of the draft form the Accreditation Board intends to use is attached for your information.

The Act contains specific provisions to ensure compliance on this matter. Not providing the required acquittal details within the legislated timeframe is a ground for stopping payment of the allowances. I do not anticipate, however, that governing bodies will find the process difficult to comply with. The Accreditation Board is also required to give the Minister an annual report about the acquittal details for all non-State schools.

If you are interested in perusing the relevant legislation, it may be found on the Queensland Parliamentary Counsel's web site at <http://www.legislation.qld.gov.au> or copies may be purchased from Goprint by telephoning (07) 3246 3399 or Toll Free 1800 679 778.

If you require further information about the matters I have raised, please write to me at the Accreditation Board's address. Alternatively, enquiries can be directed to Mr Patrick Parsons or Mr Allan Guse on the Board's telephone or facsimile numbers or via email at patrick.parsons@qed.qld.gov.au or allan.guse@qed.qld.gov.au.

2.

The Accreditation Board trusts that this advance notification will assist Ormiston College Ltd to be in a position to comply with the acquittal obligations I have outlined. The Board will write to you again early in 2003 with further advice on this matter.

Yours sincerely



LAURIE VOGLER
Director

Enc

Released under the RTI Act
by NSSAB



NON-STATE SCHOOLS ACCREDITATION BOARD
Allowance acquittal details form for 2002 allowances
Education (General Provisions) Act 1989, part 8A

Governing body: Name of governing body

For non-State school: Name of school

The *Education (General Provisions) Act 1989, part 8A*, places an obligation on each non-State school's governing body to give the Non-State Schools Accreditation Board (the "Accreditation Board") allowance acquittal details for the school for each calendar year. An authorised nominee of the governing body may give the details to the Accreditation Board on behalf of the governing body.

Name of governing body, as governing body under the *Education (Accreditation of Non-State Schools) Act 2001* of Name of school, or the authorised nominee of the governing body, is required to complete this form as necessary, sign off on this form, and return the completed form to the Accreditation Board by 30 June 2003 at the address shown on the reverse of this form.

Details of relevant allowances in respect of Name of school

Details of any allowances paid in 2002 to Name of school under part 8 of the *Education (General Provisions) Regulation 2000* are shown on the reverse of this form. If no allowance was paid for a particular category, the amount will show as \$0.

Allowance acquittal

I, (print full name) _____ of (print residential or business address) _____ on (telephone number) _____ certify that:

- A. The amount shown on the reverse of this form as **State per capita grant** has been spent or disbursed, or committed to be spent or disbursed, for one or more of the following educational purposes for the Name of school: teaching and general staff salaries, professional development, curriculum development and implementation, maintenance and general operations.
- B. The amount shown on the reverse of this form as **textbook and resource allowance** has either (a) been sent to parents who have elected this option for their students, or, (b) been spent or disbursed for the benefit of those students whose parents have elected this option.
- C. The amount shown on the reverse of this form as **remote area tuition allowance** has been disbursed by crediting the amount for each eligible student to that student's tuition fee account.

Tick one or both boxes below (one box must be ticked)

I am authorised by the Name of governing body as part of its **standard corporate arrangements to sign** for and on behalf of the Name of governing body ☐

I am the **authorised nominee** of the Name of governing body for the express purpose of giving to the Accreditation Board these allowance acquittal details for Name of school ☐

Signature: _____ **Date:** _____ 2003

SEE REVERSE OF THIS PAGE

DETAILS OF RELEVANT ALLOWANCES IN RESPECT OF NAME OF SCHOOL

Allowances paid in 2002 under part 8 of the *Education (General Provisions) Regulation 2000* (the "regulation") to **Name of school:**

A. State per capita grant (regulation, section 59)	\$00,900.00
B. Textbook and resource allowance (regulation, section 57)	\$00,900.00
C. Remote area tuition allowance (regulation, section 62)	\$00,900.00

Notes to the above details of relevant allowances

1. If no allowance was paid for a particular category in 2002, the amount will show above as \$0.
2. Amounts shown above are GST exclusive.
3. Amounts shown above are net payment amounts taking into account any recovery of payments.
4. State per capita grant refers to the allowance paid in four instalments by the State based on the number of students enrolled at the school.
5. Textbook and resource allowance is payable to secondary school students (Years 8 to 12) in accordance with guidelines *Textbook and resource Allowances Schemes Policy and Procedures: Non-State Schools, September 1997*.
6. Remote area tuition allowance is paid on behalf of geographically isolated students boarding at recognised boarding schools.

Return the completed form to the Accreditation Board by **30 June 2003** at the following address:

The Chairperson
Non-State Schools Accreditation Board
PO Box 347
Brisbane Albert Street BC Qld 4002

Information Privacy: Certain information collected in this form is categorised as "personal information" within the meaning of *Information Standard No. 42*, which applies to the collection and handling of such information by the Department of Education, Queensland, and Queensland statutory bodies. Personal information collected in this form may be accessible to the Accreditation Board, and the Office of Non-State Schooling and other parts of the Department of Education involved in the payment of moneys to non-State schools.

— END OF FORM —



**Non-State Schools
Accreditation Board**
Queensland Government

17 July 2002

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND Q 4163

Dear Mr Boyd

I am delighted to forward to you, the person authorised by Ormiston College Ltd to act on its behalf, the **Certificate of Accreditation** for Ormiston College.

In line with the requirements of the *Education (Accreditation of Non-State Schools) Act 2001*, I would be pleased if you would display the Accreditation Certificate in a prominent place at the school.

As you will be aware, under the recently enacted legislation a new accreditation regime for non-state schools has commenced. Ormiston College, as a school already approved as a non-state school, was automatically granted accreditation on 1 January 2002.

Should you have any questions about the Certificate of Accreditation, please contact the Non-State Schools Accreditation Board, PO Box 347, Brisbane Albert Street BC Q 4002 or email Ms Helen Linklater, Project Officer, Non-State Schools Accreditation Board, at helen.linklater@qed.qld.gov.au or telephone Ms Linklater on (07) 3235 9947.

Yours sincerely

PROFESSOR ROY WEBB
Chairperson

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946

Certificate of Accreditation

Ormiston College

97 Dundas Street West, Ormiston

Preschool, primary and secondary education

Issued by the Non-State Schools Accreditation Board under the
Education (Accreditation of Non-State Schools) Act 2001



Chairperson
Non-State Schools Accreditation Board



Non-State Schools
Accreditation Board
Queensland Government

Issued: 15 July 2002

19/03/02
Tim Decha
ORIGINAL OF THIS CERTIFICATE
RETURNED AND DESTROYED
Lost





17 July 2002

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND Q 4163

Dear Mr Boyd

Late in 2001 and again in May this year, I wrote to you concerning the requirements for members of your governing body to apply for positive suitability notices from the Commission for Children and Young People. As yet, I have not received advice that all the members of your governing body have complied with these requirements.

As previously advised, the need to apply for positive suitability notices brings the screening requirements for directors of governing bodies into line with the requirements that apply to teachers, some ancillary staff at schools and other people who work in environments catering for children. It is intended that this requirement will contribute towards the overall achievement of a safe and secure environment in which all children can undertake their schooling.

The members of your governing body may have already taken the necessary steps to apply for this status and may have already received advice from the Commission for Children and Young People of their suitability card numbers. In many cases, however, the relevant form has not been completed and returned to the Non-State Schools Accreditation Board. When this has been done, the Board will be able to note the 'suitability of the governing body' under section 39 of the *Education (Accreditation of Non-State Schools) Act 2001*.

Please complete the attached form for all members of the governing body and fax it to the Board by 2 August 2002. Space is provided to include additional information that the Board may need to take into account when it considers this matter at its August meeting.

Should you need any further assistance on this matter, please contact Ms Helen Linklater via email at helen.linklater@qed.qld.gov.au or by telephone on (07) 3235 9947.

Yours sincerely

Laurie Vogler
Director

Enc

Please fax to: 3237 9946
By Friday, 2 August 2002

Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET BC Q 4002

NAME OF GOVERNING BODY: **ORMISTON COLLEGE LTD**

DIRECTORS OF INCORPORATED GOVERNING BODY			SUITABILITY CARD STATUS		
First names	Surname	Card already issued by CCYP ✓	Registration number on suitability card	Applied to CCYP but have not been advised of outcome ✓	Not yet applied to CCYP ✓
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					

Comments:

ORMISTON COLLEGE

16/04/02 11:03 Pg: 3/4

22/04/2002 08:11 61798211311
Fax sent by : 612 9330 8119

DEACONS

Please fax to: 3237 9946
By Friday, 19 April 2002

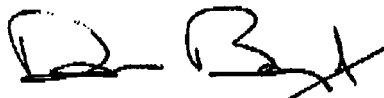
Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET BC Q 4002

I understand the requirements placed on members of governing bodies of non-state schools in Queensland by virtue of sections 15 and 39 of the *Education (Accreditation of Non-State Schools) Act 2001*.

I am able to advise that each member of Ormiston College Ltd has:

- ☒ completed the form, *Application for Suitability Notice for a Person Carrying on a Regulated Business*, and forwarded it to the Commission for Children and Young People for processing; or
- ☐ been provided with a copy of the form, *Application for Suitability Notice for a Person Carrying on a Regulated Business*, (or been informed where to obtain a copy) and been advised to complete it and forward it to the Commission for Children and Young People; or
- ☐ yet to complete the required action on this matter, but will do so no later than 30 April 2002.

Yours sincerely



(Name, signature and position)

Chairman Ormiston College Limited

Further comment, if necessary

All Ormiston College Directors have applied for Suitability Cards. Mr Donald Boyd has not yet received his card. Mr Paul Clauson and Mr Peter Little have misplaced their cards for the moment and Mr Graham Leistman is currently overseas on business.

We will fax the remaining registration numbers to you as soon as we can (as per Ms Helen Linklater's instructions 18/4/02). If the misplaced cards are not located, the Directors concerned may need to apply for replacement cards.

22/04 2002 MON 08:10 [TX/RX NO 67651]

Deacons



Transmission from facsimile (02) 9330 8111

Date 2 May 2002

To Laurie Vogler - Director

Company/Firm Non State Schools Accreditation Board

City and Country P O Box 347 Brisbane 4002

Fax No 07 3237 9946

From Don Boyd

Direct Line 9330 8394

Direct Email don.boyd@deacons.com.au

Partner Don Boyd

Our Ref DRB/lmg

Subject

Pages sent (including this page)

Lawyers

1 Alfred Street
Circular Quay
Sydney Australia
GPO Box 3872
Sydney NSW 2001
Telephone 02 9330 8000
internat + 61 2 9330 8000
Facsimile 02 9330 8111
www.deacons.com.au
DX 368 Sydney
sydney@deacons.com.au

Other Offices

Brisbane
Canberra
Melbourne
Perth

Independent Affiliated Firms

Bangkok
Hanoi
Ho Chi Minh City
Hong Kong
Jakarta
People's Republic of
China
000000000000000000000000

Dear Mr Vogler

Thank you for your letter dated 2 April 2002. I attach the information required.

I note that I have not yet received my Suitability Card.

Yours sincerely,

Don Boyd

*The information contained in this fax is confidential and may be subject to legal professional privilege.
It is intended solely for the addressee.*

IF YOU RECEIVE THIS FAX BY MISTAKE

1. Please call us and let us know.
2. Return the fax to us by post - we will pay for any postage.
3. You must not disclose or use the information in it unless we authorise you to do so.

11032582_1

2 April 2002



**Non-State Schools
Accreditation Board**
Queensland Government

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND Q 4163

Dear Mr Boyd

Late last year, I wrote to you concerning the requirements for members of your governing body to apply for positive suitability notices from the Commission for Children and Young People before 1 February this year. As yet I have not received advice that all the members of your governing body have complied with these requirements.

The need to apply for positive suitability notices brings the screening requirements for directors of governing bodies into line with the requirements that apply to teachers, some ancillary staff at schools and other people who work in environments catering for children. It is intended that this requirement will contribute towards the overall achievement of a safe and secure environment in which all children can undertake their schooling.

You and the other directors may have already taken the necessary steps to apply for this status and the Commission for Children and Young People is currently processing your applications. If so, please indicate this on the attached form.

If not, please take urgent measures to comply with this legislative requirement. Under section 39 of the *Education (Accreditation of Non-State Schools) Act 2001*, the Non-State Schools Accreditation Board must decide that the governing body of a non-state school is not suitable if a director does not hold a current positive notice.

Each member of the governing body must complete a separate application form. These forms, as well as further information about obtaining a suitability notice, can be obtained from the Commission's website at http://www.childcomm.qld.gov.au/criminal/application_forms.htm. To obtain a copy of the form, select 'Application for Suitability Notice for a Person Carrying on a Regulated Business' under the heading 'Regulated Businesses'.

The Non-State Schools Accreditation Board has requested information from the Australian Securities and Investment Commission and the Queensland Office of Fair Trading regarding the current membership of companies and incorporated associations that are operating as the governing bodies of non-state schools.

I have enclosed another copy of the return that must be completed and returned to the Non-State Schools Accreditation Board when all members of your governing body have been issued with positive suitability notices.

In the meantime, I would appreciate it if you would indicate the present level of compliance of your governing body with this requirement by completing the attached form and faxing it to the Non-State Schools Accreditation Board (fax no. 3237 9946) by Friday, 19 April 2002. Should you need any further assistance on this matter, please contact Ms Helen Linklater by telephone on (07) 3235 9947 or via email at helen.linklater@qed.qld.gov.au.

Yours sincerely

Laurie Vogler
Director

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946

Please fax to: 3237 9946
By Friday, 19 April 2002

Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET BC Q 4002

I understand the requirements placed on members of governing bodies of non-state schools in Queensland by virtue of sections 15 and 39 of the *Education (Accreditation of Non-State Schools) Act 2001*.

I am able to advise that each member of Ormiston College Ltd has:

- ☐ completed the form, *Application for Suitability Notice for a Person Carrying on a Regulated Business*, and forwarded it to the Commission for Children and Young People for processing; or
- ☐ been provided with a copy of the form, *Application for Suitability Notice for a Person Carrying on a Regulated Business*, (or been informed where to obtain a copy) and been advised to complete it and forward it to the Commission for Children and Young People; or
- ☐ yet to complete the required action on this matter, but will do so no later than 30 April 2002.

Yours sincerely

(Name, signature and position)

Further comment, if necessary

NOTIFICATION OF OBTAINMENT OF SUITABILITY NOTICES

NAME OF GOVERNING BODY:

ORMISTON COLLEGE LTD

	CHRISTIAN NAMES	SURNAME	Registration Number on Suitability Card
1.			
2.			
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11.			
12.			
13.			
14.			
15.			

Please complete and return to:

Ms Helen Linklater
Project Officer
Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET Q 4002

Fax (07) 3237 9946

11 February 2002



**Queensland
Government**

Mr David Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND Q 4163

Office of Non-State Schooling
Department of Education

Dear Mr Hosking

Please find enclosed the documents for the 2002 State Government Survey Data Collection for Non-State Schools in Queensland. In previous years, this form has been referred to as the State Census of Non-State Schools.

As you would be aware, the information derived from this survey is used in the allocation of funds distributed by the State Government to non-State schools and representative bodies. It is therefore imperative that all schools ensure that the data provided is accurate and that the form is submitted by the due date. To that end, detailed instructions are provided in the accompanying workbook. These instructions are intended to guide the compilation of data provided by schools to the State Government. The workbook should be retained in the school records as the school's copy of the data provided.

Consistency with the Commonwealth Census

As in 2001 the definitions used are closely aligned with those used by the Commonwealth in its annual Census of Non-Government Schools. In part, this is intended to reduce the workload of schools. This approach also allows the comparison of data as part of a data validation exercise. It is therefore important that schools ensure that the same procedures are used to compile data for the State Government Survey Data Collection for Non-State Schools in Semester 1 as are used in Semester 2 to compile data for the Commonwealth Census of Non-Government Schools. Observed discrepancies between data provided to the State and Commonwealth may require data validation processes to be undertaken by the State Government in relation to individual schools.

New Schools

Principals of new schools that are in the process of seeking Ministerial approval as non-state schools or School In Receipt of Subsidy (SIROS) status are also asked to complete the enclosed survey. This will ensure that, when new schools are approved to receive State funding, comparable data will be available on which to base funding for 2002. If new schools fail to gain approval or to obtain SIROS status, survey data will not be used for funding purposes.

Non-State Schools approved for Distance Education

Only schools with approval to operate as schools of distance education have been sent an additional enclosure. In addition to the survey form, these schools are required to complete and return the enclosure, which identifies the different groups of students undertaking programs through the school, to allow the correct calculation of their funding allocation.

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 33 Brisbane Albert Street
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946

Release of Data

This year, the Office of Non-State Schooling is seeking fresh agreement of all non-state schools to the ongoing release, to nominated non-State schooling organisations, of information collected through this survey, and from the Commonwealth Department of Education, Science and Training. Please note that all schools should complete this new authorisation even if an authorisation has been given in previous years.

Return of Survey Form

The survey form should be completed on **Friday, 22 February 2002** and should be returned no later than **Friday, 8 March 2002** as follows:

- All Catholic Diocesan-owned schools are asked to forward their completed survey forms to the relevant diocesan office:
 - Catholic Archdiocese of Brisbane: to the Brisbane Catholic Education Centre, C/- Mr Rudolph Wolbers
 - Cairns Catholic Diocese: to the Catholic Education Office, Ms Carmel Ross, Director
 - Rockhampton Catholic Diocese: to the Catholic Education Office, Ms Leesa Jeffcoat, Director
 - Townsville Catholic Diocese: to the Catholic Education Office, C/- Ms Trish Scholes
 - Toowoomba Catholic Diocese: to the Catholic Education Office, C/- Mr Ray Andersen

These authorities have undertaken to return the completed survey forms to the Office of Non-State Schooling.

- All other schools should return their survey form directly to the Office of Non-State Schooling at the address below:

Ms Helen Linklater
Project Officer
Office of Non-State Schooling
PO Box 33
BRISBANE ALBERT STREET Q 4002.

Should you have any enquires, please contact the Office of Non-State Schooling on telephone (07) 3237 9947.

Yours sincerely



LAURIE VOGLER
Director
Office of Non-State Schooling

Encs 2

30 November 2001

Office of Non-State Schooling
Education Queensland

Mr Donald Boyd
Chairman of the Board of Directors
Ormiston College Ltd
PO Box 1835
CLEVELAND Q 4163

Dear Mr Boyd

As you may be aware, under recently enacted legislation, a new accreditation regime for non-State schools will commence on 1 January 2002.

The *Validation Survey of Non-State Schools* recently completed for Ormiston College named you as the person authorised to act on behalf of its governing body. I am writing to you on behalf of the Non-State Schools Accreditation Board about one of the new requirements under the *Education (Accreditation of Non-State Schools) Act 2001* concerning governing bodies of non-State schools.

The Act deems that a school's governing body is carrying on a 'regulated business' under the *Commission for Children and Young People Act 2000*. Other regulated businesses include counselling and support services, private teaching, coaching and tutoring. People undertaking businesses of this kind are also subject to employment screening. The consequence is that directors of governing bodies must each obtain positive suitability notices from the Commission before 1 February 2002.

The term 'director' means a director of a company or, for other corporate entities (such as grammar school boards of trustees, incorporated associations or church entities), a member of the executive management group.

This step has been taken to bring the screening requirements for directors of governing bodies into line with the requirements that apply to teachers, some ancillary staff at schools, and other people who work in environments catering for children. It is intended that this requirement will contribute towards the overall achievement of a safe and secure environment in which all children can undertake their schooling.

Should you be interested to peruse the Act and its associated Regulation, they can be found on the following websites:

<http://www.legislation.qld.gov.au/Legislation%20Acts&SLs/Act2001.htm> (select Act No. 60)

<http://www.legislation.qld.gov.au/Legislation%20Acts&SLs/SL2001.htm> (select Regulation No. 211)

An information kit from the Commission for Children and Young People is enclosed. It contains an application form for a suitability notice, an information sheet and a checklist. Each director of the governing body must complete a separate form. Please photocopy the application form as required. These forms, as well as further information about obtaining a suitability notice, can also be obtained from the Commission's website at http://www.childcomm.qld.gov.au/criminal/criminal_new.htm.

Floor 21 Education House
30 Mary Street Brisbane 4000
PO Box 33 Brisbane Albert Street
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 9946

2.

When all directors of your governing body have obtained suitability notices from the Commission, please provide the Non-State Schools Accreditation Board with the full name of each director and the Registration Number of their Suitability Card on the attached form. Please return the form to the Board through:

Ms Helen Linklater
Project Officer
Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET Q 4002

Thank you for your assistance on this matter. If you require further clarification on any issue concerning accreditation processes, please contact Ms Helen Linklater by telephone on (07) 3235 9947 or via email at helen.linklater@qed.qld.gov.au.

For further information about the conditions or processes relating to the issue of suitability notices, please direct your inquiries to the Commission for Children and Young People on freecall 1800 113 611 or by email at wmaster@childcomm.qld.gov.au.

Yours sincerely



LAURIE VOGLER
Director
Office of Non-State Schooling

Enc

NOTIFICATION OF OBTAINMENT OF SUITABILITY NOTICES

NAME OF SCHOOL: *ORMISTON COLLEGE*

NAME OF GOVERNING BODY: *ORMISTON COLLEGE LTD*

	CHRISTIAN NAMES	SURNAME	Registration Number on Suitability Card
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Please complete and return to:

Ms Helen Linklater
Project Officer
Non-State Schools Accreditation Board
PO Box 347
BRISBANE ALBERT STREET Q 4002

Fax (07) 3237 9946

Non-State School Validation Survey

The following is information currently held on the register of Non-State Schools maintained by the Office of Non-State Schooling for:

Ormiston College

----- Centre Addresses -----

Actual Address

Floor: Building:
Street No: 97 Street Name: Dundas Street West
Suburb/Town: Ormiston

4160

Postal Address

97 Dundas Street West
Ormiston

4160

----- Contact Details -----

Phone: 07 3821 8999 Email Address: admin@ormiston.qld.edu.au
Fax: 07 3821 1311 Internet Address: http://www.ormiston.qld.edu.au

Officer-In-Charge: The Headmaster

----- Zones and Districts -----

Sport Region: Metropolitan East
Local Government: Redland (S)
Federal Electorate: Bowman
State Electorate: Cleveland

Con Sciacca (ALP)
Darryl Briskey (ALP)

----- Students Catered for -----

Day Students:

Male: Y Female: Y
Years: 01 to 1 Years: 12 to 1

Boarders:

Male: N Female: N
Years: to Years: to

Distance Education Students Flag: N

Intake: Co-Educational

----- Grants Approvals -----

Non-State School Status (NSSS) :

Preschool: Y Primary: Y Secondary: Y Special: N

Schools in Receipt of Subsidy (SIROS) :

Pre	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

----- Affiliations and Associations -----

Legal Status: Company Limited By Guara Governing Body: Ormiston College Limited

CAA Affiliation: Association Of Independent Schools In Queensland

Diocese:

Religious Affiliation: Inter-Denominational

Religious System: Other Schools

**ASIC**

Australian Securities and Investments Commission

National Names Index

Index of corporate and business names

SEARCH TIPS

Extracted from ASIC's database at 14:14:02 on 22/11/2001

Name ORMISTON COLLEGE LIMITED**ACN** 010 613 135**ABN** 96 010 613 135**Type** Australian Public Company, Limited By Guarantee**Registration Date** 31/12/1985**Status** Registered**Locality of Registered Office** Brisbane QLD 4000**Jurisdiction** Australian Securities & Investments Commission

These are the documents most recently received by ASIC from this organisation. Page numbers are if processing is complete and the document is available for purchase.

Received	Number	Pages	Description
23/01/2001	01061313K	4	316J (AR 2000) Annual Return - Company Holds S383 L Similar Type of Company
18/10/2000	016524369	1	304A Notification of Change to Officeholders of Australia Company
06/07/2000	016536498	40	388A (FR 1999) Financial Report Financial Report - Publ Company or Disclosing Entity

COMPLETE DOCUMENT

You can find out more about this company or order copies of the documents from the following ASIC information brokers:

[Lawpoint](#)[Dun & Bradstreet \(Australia\) Pty Limited](#)[Credit Advantage Limited](#)[Australian Business Research Pty Ltd](#)

You can also view this company's entry in the [Australian Business Register](#).

SEARCH

Office of Non-State Schooling

Validation Survey of Non-State Schools

Please return the completed *Validation Survey of Non-State Schools* before close of business Friday, 16 November 2001, to:

The Director
Office of Non-State Schooling
PO Box 33
BRISBANE ALBERT STREET Q 4002

RECEIVED
16 NOV 2001
BY:

If you have any concerns about how to complete this *Validation Survey*, please contact the Office of Non-State Schooling on telephone (07) 3237 9947.

Please print when answering the following questions.

Item 1. Name of the school?

ORMISTON COLLEGE

The name of the non-State school that you provide here must be the official full name of the school.

With a view to an accurate recording of the name of the school on the Register of Schools that must be kept by the Board, you will be contacted again if there is any discrepancy between the name you provide here and the name held on the current register of non-State schools maintained by the Office of Non-State Schooling.

The Certificate of Accreditation or, as the case may be, the Certificate of Provisional Accreditation, will be issued in early 2002 by the Board to the school's governing body in the name of the school recorded on the Board's Register of Schools.

Item 2. What is the name of the principal or equivalent of the school?

Title: MR First name: DAVID

(e.g. Dr Mr Mrs Ms Pastor)

Last name: HOSKING

If not known as the "principal" of the school, how is the person known (e.g. executive principal, director, officer in charge, administrator)?

HEADMASTER

This Validation Survey has been sent to the person whom the Office of Non-State Schooling believes to be the school's principal.

The name and position given by you here is information to be used for correspondence to the school from the Board and the Office of Non-State Schooling, irrespective of the number of locations at which the school provides education.

Item 3. What is the postal address and email address of the school?**Postal address:**

Ormiston College
P.O. Box 1835, CLEVELAND Postcode: 4163
Email address: admin@ormistoncollege.com

Item 4. What is the name of the current governing body of the school?

ORMISTON COLLEGE LIMITED

Under the Education (Accreditation of Non-State Schools) Act 2001, from 1 January 2002 a school's governing body is the entity that is eligible for State Government funding in respect of a school.

Item 5. What is the name of the person who is authorised by the current governing body to give effect to the governing body's decisions?

Title: MR First name: DONALD ROBERT
(e.g. Dr Mr Mrs Ms Pastor)

Last name: BOYD

This person will have signing authority to give effect to the governing body's decisions. In most cases, it is expected that this will be the Chairperson of the governing body.

Item 6. For the person named at Item 5 above, what is the official position of that person on the current governing body?

CHAIRMAN OF THE BOARD OF DIRECTORS
OF ORMISTON COLLEGE

Item 7. What are the contact details for the person named at Item 5 above?**Postal address:**

4, ORMISTON COLLEGE
P.O. Box 1835, CLEVELAND Postcode: 4163

The postal address given by you here is the address to be used for all posted correspondence to the school's governing body from the Board and the Office of Non-State Schooling.

The other details may be used for contact by the Board or the Office of Non-State Schooling.

Telephone during business hours: (07) 3821 8999

Telephone outside business hours: (Optional) ()

Facsimile: (07) 3821 1311

Mobile telephone:

Email address: admin@ormistoncollege.com

Item 8. Is the current governing body of the school a corporation?

Yes ☒ No ☐ (Please tick one box only)

The Education (Accreditation of Non-State Schools) Act 2001 requires the governing body to be a corporation.

If the governing body is not a corporation on 1 January 2002, the governing body must become a corporation within 2 years after 1 January 2002.

The term "corporation" includes a corporation formed or coming into existence under legislation or Common Law.

Item 9. If the answer is Yes to Item 8 above, indicate the "type" of corporation and how the corporation was formed or came into existence.

(Please tick a box or print response)

- A company incorporated under the *Corporations Act 2001* (Commonwealth) ☒
- An incorporated association under the *Associations Incorporation Act 1981* ☐
- A church entity incorporated under the *Roman Catholic Church (Incorporation of Church Entities) Act 1994* ☐
- A synod of a diocese under the *Anglican Church of Australia Act 1895* ☐
- A corporation established and continued in existence under the now repealed *Religious Educational and Charitable Institutions Act 1861* ☐
- A property trust constituted under the *Uniting Church in Australia Act 1977* ☐
- A board of trustees constituted under the *Grammar Schools Act 1975* ☐

Other legislation:

If formed under other legislation, give the "type" of corporation and name the legislation:

.....

.....

.....

Under the Common Law:

If incorporated at Common Law, give the "type" of corporation and indicate how the corporation is formed:

.....

.....

.....

Item 10. If the current governing body of the school is a company incorporated under the *Corporations Act 2001* (Commonwealth), indicate the type of company.

..... Company Limited by Guarantee

.....

Some examples of company types are: a public company limited by guarantee; a proprietary company

Item 11. Apart from the current governing body named at Item 4 above, if another entity exists to assist the management of the school, indicate the full name of this entity.

..... ORMISTON COLLEGE FOUNDATION LIMITED

.....

The kind of entity to be named here is the one key or peak entity established to assist the management of the school, for example the "Olympic College Council", the "Board of the Olympic College", the "Olympic College Advisory Council", the "Council of Olympic College".

Item 12. Is the school operated for profit?

(Please tick one box only)

Yes ☐ No ☒

The *Education (Accreditation of Non-State Schools) Act 2001* requires that for a non-State school's governing body to be eligible for Government funding, the Board must be satisfied that the school is not operated for profit.

A school is "not operated for profit" only if any profits made from the school's operation are used entirely to advance the school's stated philosophy and aims.

If a non-State school is in fact being operated for profit, the school has 6 months from 1 January 2002 to become a not for profit school if the governing body is to continue to be eligible for Government funding after 1 January 2002.

Item 13. Indicate the descriptor(s) below that best typifies the school.

(Please tick one or more of the boxes below)

The descriptors listed relate to the type or kind of school as portrayed by the school's philosophical, religious, educational or cultural underpinnings.

- | | | | | | |
|-----------------------|--------------------------|----------------------|--------------------------|-------------------------|-------------------------------------|
| Ananda Marga..... | ☐ | Grammar..... | ☐ | Pentecostal..... | ☐ |
| Anglican..... | ☐ | Hare Krishna..... | ☐ | Presbyterian..... | ☐ |
| Assemblies of God.. | ☐ | Islamic..... | ☐ | Scientology..... | ☐ |
| Baptist..... | ☐ | Jehovah's Witness.. | ☐ | Seventh Day Adventist | ☐ |
| Brethren..... | ☐ | Jewish..... | ☐ | Society of Friends..... | ☐ |
| Catholic, Other..... | ☐ | Lutheran..... | ☐ | Steiner..... | ☐ |
| Catholic, Roman.... | ☐ | Montessori..... | ☐ | Sudbury..... | ☐ |
| Christian School.... | ☐ | Orthodox, Greek..... | ☐ | Uniting Church..... | ☐ |
| Churches of Christ... | ☐ | Orthodox, Other..... | ☐ | Non-denominational... | ☒ |
| | | | | Other..... | ☐ |

If Other, please name:

.....

.....

.....

Item 14. Indicate the organisations/bodies with which the school is affiliated.The Association of Independent Schools of Queensland Inc. ... ☒The Christian Schools Association of Queensland Inc. ☐The Queensland Catholic Education Commission ☐Other ☐

If Other, please name:

.....

.....

.....

Item 15. Give information about the approvals already held under the *Education (General Provisions) Act 1989* for the school's Parent Campus and any Subsidiary Campuses.

(Please print, or tick the relevant boxes)

Location of Parent Campus

Street address:

..... 97 DUNDAS STREET WEST
 ORMISTON Postcode: ... 4160 ...

Non-State school status at Parent Campus:

Preschool education ☒ Primary education ☒ Secondary education ☒

School in receipt of subsidy (SIROS) status at Parent Campus:

Preschool Year ☒

Year 1 ☒ Year 2 ☒ Year 3 ☒ Year 4 ☒ Year 5 ☒ Year 6 ☒ Year 7 ☒

Year 8 ☒ Year 9 ☒ Year 10 ☒ Year 11 ☒ Year 12 ☒

Under the *Education (General Provisions) Act 1989*, (the current legislation) your school may have various approvals already granted by the Queensland Minister for Education (e.g. non-State school status for preschool, primary or secondary education, school in receipt of subsidy (SIROS) status, boarding, single sex) for one or more Campuses.

Space is provided for responses for the Parent Campus and Subsidiary Campuses.

If more than one Subsidiary Campus, please make extra copies of the next page.

At Parent Campus

Both sexes (coeducational) ☒ Single sex, female only ☐ Single sex, male only ☐

Mode of delivery, classroom education ☒ Mode of delivery, distance education ☐

Special education only ☐ Boarding ☐ Non-Boarding ☐

Describe the basis for the curriculum followed at Parent Campus, including the relevant Years of schooling:

- 1) P-10: Syllabuses approved by the Queensland School Curriculum Council
- 2) Years 11-12: Syllabuses approved by the Queensland Board of Secondary School Studies

e.g curriculum may be based on:

- (i) syllabuses and guidelines, as the case may be, approved by the Queensland School Curriculum Council (P-10);
- (ii) syllabuses approved by the Queensland Board of Senior Secondary School Studies (QBSSSS);
- (iii) vocational education and training courses accredited by the QBSSSS;
- (iv) programs authorised by the International Baccalaureate Organization;
- (v) syllabuses approved by an accreditation authority in another Australian State or Territory;
- (vi) programs developed by schools or school systems (provide details).

State any conditions placed on Parent Campus by the Minister under the Campus' "planning approval" decision or SIROS decision:

.....

**If more than one Subsidiary Campus is operated by the school,
copy this page and complete for each campus.**

Item 15 (Continued)

Subsidiary Campus number ☐

Please print, or tick the relevant boxes, in respect of any Subsidiary Campus

Name of Subsidiary Campus:

.....

Location of Subsidiary Campus:

Street address:

.....

Post code:

Non-State school status at Subsidiary Campus:

Preschool education ☐ Primary education ☐ Secondary education ☐

School in receipt of subsidy (SIROS) status at Subsidiary Campus:

Preschool Year ☐

Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐ Year 7 ☐

Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐

At Subsidiary Campus:

Both sexes (coeducational) ☐ Single sex, female only ☐ Single sex, male only ☐

Mode of delivery, classroom education ☐ Mode of delivery, distance education ☐

Special education only ☐ Boarding ☐ Non-Boarding ☐

Describe the basis for the curriculum followed at Subsidiary Campus, including the relevant Years of schooling: (If same as Parent Campus indicate "As for PC")

.....

.....

.....

.....

State any conditions placed on Subsidiary Campus by the Minister under the Campus' "planning approval" decision or SIROS decision:

(If same as Parent Campus indicate "As for PC")

.....

.....

.....

Item 16. Apart from the school locations named and described at Item 15 above, please provide the following details about any other places at which the school delivers a significant component of its curriculum.

Examples of school locations to be described here may relate to locations that are utilised for activities such as sport, environmental education and music.

Location 1.

Street address of this location:

.....

..... Postcode

Describe the aspects of the curriculum offered at this location:

.....

.....

Location 2.

Street address of this location:

.....

..... Postcode

Describe the aspects of the curriculum offered at this location:

.....

.....

Location 3.

Street address of this location:

.....

..... Postcode

Describe the aspects of the curriculum offered at this location:

.....

.....

Other locations.

If the school uses more than three locations, please **attach** relevant details.

Item 17. Give your school's web site address below if you are agreeable to that address being provided to the general public as a link facility from the Board's web site.

.....

.....

The Board may develop a web site, which could have a linking facility to individual schools' web sites.

Your express approval is required for your school's web site address, if any, to be provided to the general public as a link facility from the Board's web site.

By giving your school's web site address here, you are agreeing to such an arrangement should it be made available by the Board.

Information Privacy

Certain information collected in this *Validation Survey of Non-State Schools* is categorised as "personal information" within the meaning of *Information Standard No. 42*, which applies to the collection and handling of such information by the Department of Education, Queensland, and Queensland statutory bodies. Personal information collected in this *Validation Survey*: (i) will be accessible to the *Non-State Schools Accreditation Board* and the *Non-State Schools Eligibility for Funding Committee* established under the *Education (Accreditation of Non-State Schools) Act 2001*, the Office of Non-State Schooling and other parts of the Department of Education involved in the payment of moneys to non-State schools; and (ii) may be disclosed to the relevant capital assistance authority under the *Education (Capital Assistance) Act 1993 (Qld)* and to the Commonwealth Department of Education, Training and Youth Affairs for the purposes of payment of moneys to non-State schools.

Details of the person completing this Validation Survey

Title: MR First name: DAVID
(e.g. Dr Mr Mrs Ms Pastor)

Last name: HOSKING

Position at the school:

(e.g. principal, executive principal, director, officer in charge, administrator)

HEADMASTER

Please sign and date:

Signature: [Signature] Date: 15 / 11 / 01

This is the end of the *Validation Survey for Non-State Schools*. Thank you for your time and effort in ensuring the information provided is complete and accurate.

Non-State School Validation Survey

The following is information currently held on the register of Non-State Schools maintained by the Office of Non-State Schooling for:

Ormiston College

----- Centre Addresses -----

Actual Address

Floor: Building:
Street No: 97 Street Name: Dundas Street West
Suburb/Town: Ormiston 4160

Postal Address

97 Dundas Street West
Ormiston

4160

----- Contact Details -----

Phone: 07 3821 8999 Email Address: admin@ormiston.qld.edu.au
Fax: 07 3821 1311 Internet Address: http://www.ormiston.qld.edu.au

Officer-In-Charge: The Headmaster

----- Zones and Districts -----

Sport Region: Metropolitan East
Local Government: Redland (S)
Federal Electorate: Bowman Con Sciacca (ALP)
State Electorate: Cleveland Darryl Briskey (ALP)

----- Students Catered for -----

Day Students:

Male: Y Female: Y
Years: 01 to 1 Years: 12 to 1

Boarders:

Male: N Female: N
Years: to Years: to

Distance Education Students Flag: N

Intake: Co-Educational

----- Grants Approvals -----

Non-State School Status (NSSS) :

Preschool: Y Primary: Y Secondary: Y Special: N

Schools in Receipt of Subsidy (SIROS) :

Pre	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

----- Affiliations and Associations -----

Legal Status: Company Limited By Guara Governing Body: Ormiston College Limited

CAA Affiliation: Association Of Independent Schools In Queensland

Diocese:

Religious Affiliation: Inter-Denominational

Religious System: Other Schools

School Affiliation: 1: Association Of Independent Schools In Queensland
2:
3:

Isolation Index - QCEC: 0

Isolation Index - State: 0

SES Score: 106

Released under the RTI Act
by NSSAB

FILE COPY

7 October 2004

Mr Donald Boyd
Chairman
Ormiston College Ltd
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Boyd

I refer to the written processes about the conduct of staff and students (and certain related information), as regulated by section 10(2) to (8) of the *Education (Accreditation of Non-State Schools) Regulation 2001*, recently submitted to the Non-State Schools Accreditation Board by Ormiston College Ltd in respect of **Ormiston College**.

The Accreditation Board considered the written processes and related information at its meeting held on 7 October 2004 and is satisfied that the written processes meet the legislative requirements as set out in section 10(2) to (6) of the Regulation, and is satisfied that the governing body has demonstrated that the school is implementing the processes as required by section 10(7).

The Accreditation Board would like to thank you for your cooperation during the program involving all non-State schools to establish the extent of conformity with the statutory requirements as outlined.

Yours sincerely



Emeritus Professor Roy Webb AO
Chairperson

**2004 NSSAB COMPLIANCE PROGRAM REGARDING
CHILD PROTECTION PROCESSES**

ORMISTON COLLEGE LTD

FOR

ORMISTON COLLEGE

Board Approval Date: 7 October 2004

Board Minutes Number: 10/04



3 September 2004

Mr D Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Hosking

I refer to previous correspondence in relation to the Non-State Schools Accreditation Board's request for information and documents concerning the written processes about the conduct of staff and students.

I have noted the changes made to your Child Protection Policy and associated documents in response to my earlier letter, and advise that the information you have provided has been assessed by the Office as compliant with the statutory requirements.

Accordingly, your full response to the Board's request for information and documents concerning the school's written processes about the conduct of staff and students will now be referred to the Board for its consideration.

For your information, it is noted, however, that on page 6 of the policy, under the heading "*Reporting Inappropriate Behaviour*", the policy contains a formatting error, i.e. in the second column the reference to the students should be separated from the reference to the staff members.

Also, the school's Anti Bullying Policy should contain a cross-reference to the Child-Protection Policy. For example, in situations where bullying/harassment causes harm to a child, it must be reported in accordance with the statutory reporting requirements.

Thank you for your assistance to date. The school's governing body will be contacted again in due course.

Yours sincerely

Mr Laurie Vogler
Director

Cc. Mr Donald Boyd
Chairman
Ormiston College Ltd
PO Box 1835
CLEVELAND QLD 4163

Floor 18 Education House
30 Mary Street Brisbane 4000
PO Box 347 Brisbane Albert Street BC
Queensland 4002 Australia
Telephone 07 3237 9947
Facsimile 07 3237 0004
Website www.nssab.qld.edu.au



28 July 2004

Mr Laurie Vogler
Director
Non-State Schools Accreditation Board
PO Box 347
Brisbane Albert Street BC 4002

Dear Sir

Please find enclosed amendments to Ormiston College's Child Protection Policy as requested in your letter of July 22, 2004.

In your letter you state that "... it does appear that you have provide advice in relation to section 10 (7) of the Regulation", which I interpreted as stating that I have not provided the necessary advice in relation to Section 10 (7).

Page 4 of our Policy, under the heading of "Publication" states how the Policy will be communicated to the appropriate parties within the College community. At this stage, I have withheld the formal publication of the Policy until it has been accredited but have conducted an Inservice with the staff and have presented the Policy at a Board of Directors' Meeting.

When accreditation is received, I will publish the Policy to other groups as outlined on Page 4 of the document.

I trust these amendments and information adequately respond to your queries.

Yours sincerely

DAVID HOSKING

RECEIVED
29 JUL 2004

BY:.....

ORMISTON COLLEGE



CHILD PROTECTION POLICY

May 2004

Ormiston College Child Protection Policy

PURPOSE OF THIS POLICY: To provide written processes about the appropriate conduct of Ormiston College staff and students that accord with legislation applying in Queensland about the care and protection of children.

SCOPE: Applies to all staff and students at Ormiston College.

REFERENCES: *Commission for Children and Young People Act 2000*
Education (General Provisions Act) 1989
Education (Teacher Registration Act) 1988
Education (Accreditation of Non-State Schools) Act 2001
Education (Accreditation of Non-State Schools) Regulation 2001

DEFINITIONS:

A *child* is a person under 18 years of age.

Harm is 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;
- Sexual abuse or exploitation.

A *student* is any person regardless of age who is enrolled at the school

USEFUL CONTACTS:

Commission for Children and Young People, telephone 07 3247 5525
Board of Teacher Registration, telephone 07 3377 4777
Police: Cleveland Police Station 07 3824 9333

PART A – PRINCIPLES AND GUIDELINES

PRINCIPLES:

Ormiston College will uphold the following principles under this Policy:

- Protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential.
- Ormiston College recognises that people who are subjected to abuse are harmed by it.
- At Ormiston College, the welfare and best interests of the child will always be a primary consideration.
- Ormiston College expects our students to show respect to our staff and volunteers and to comply with safe practices.
- All employees must ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful.
- Sexual acts by an adult employee or volunteer with a student who is a child will always be sexual abuse.

Ormiston College

- Ormiston College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.
- Reprisals against students or others making a complaint will not be tolerated.
- Student management practices will be administered with respect and in a manner which maintains the student's dignity.
- Ormiston College will act fairly and reasonably towards an employee or volunteer who is the subject of allegations of improper conduct.
- Ormiston College will support an employee or volunteer who is the subject of a proven false allegation of causing harm to a student.
- Anybody within Ormiston College who becomes aware or reasonably suspects that a student is being harmed must report it to the School in accordance with the School's Procedures for Reporting Harm.
- Ormiston College will take disciplinary action against employees who harm others, and appropriate action against volunteers who harm others.
- Ormiston College will not permit people to work in a position if the School believes on the basis of all information available that, if the allegations against them were wholly or partly true, there would be an unacceptable risk that others might be harmed.
- Ormiston College will cooperate with state authorities in resolving allegations of harm.

GUIDELINES

In complying with these principles, Ormiston College will be guided by the following.

Natural Justice

The principles of natural justice will apply to decisions to be made under this Policy. The two fundamental principles of natural justice are:

- That those making a decision are not biased.
- That nobody should be condemned unless they are given prior notice of the allegations against them and they have a fair opportunity to be heard.

Process

It is important to make the lodging of a complaint easy.

Confidentiality

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. Ormiston College is unable to promise absolute confidentiality since its policies will require disclosing, internally and externally, certain details involved in responding to any complaint. State authorities can compel people to give evidence about actions under the Policy and to produce documents.

Criminal Law

Where there are allegations of criminal misconduct, the allegations should be referred to the police. The Headmaster must refer all allegations of pedophilia to the police, including those from the past, except where the alleged perpetrator is deceased.

Defamation

A person providing information about harm in good faith to a person who needs to know that information is generally excused from liability for defamation.

Promptness

All steps under the Policy should be carried out promptly. The School will keep the victim and the alleged perpetrator informed of progress.

Protection

The Headmaster will ensure that the following are undertaken in order to reduce the chance of abuse occurring:-

- Ensure that each staff member understands and fulfils their obligations under this Policy.
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from their previous employer.
- Ensure that each non-teaching staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.
- Ensure that each teaching staff member is a Registered Teacher.

Support

The School will provide support for the victim through professional counselling if it is requested, even if any allegation is not yet proved or disproved. The School will support the respondent to a complaint with professional counselling if it is requested until the matter has been resolved.

Interviews

There will be two representatives of the School present at interviews, where practical. In cases of allegations of serious harm it is best not to interview a student who is a child unless a properly qualified person conducts the interview.

Teachers

If a respondent to an allegation is a registered teacher, the School will give notification to the Board of Teacher Registration, if required to do so under the *Education (Teacher Registration) Act 1988* and the *Education and other Legislation (Student Protection) Amendment Act 2003*.

Public Relations

The Headmaster will ensure that the School is able to react quickly to allegations of harm so that accurate and relevant information is available for staff members, students and their families and for the media.

Police Action

It will usually be necessary to wait until the police have decided whether to charge the respondent before taking any internal disciplinary proceedings. If the police do charge the respondent, it will be necessary to wait until the charges have been dealt with in the courts before commencing internal enquiries or disciplinary proceedings. This does not preclude the Headmaster from seeking advice from police regarding the duty of care to existing students which may involve the standing down of a staff member during an investigation. The police are not required to inform the School about their investigation. Some of their material may be acquired under a Freedom of Information request when their work on the case is finished.

Insurer

The School will keep its insurer informed about developments.

Publication

The Headmaster will ensure that this policy is published:-

- on the College website
- to staff members in the Staff Handbook
- to each new staff member, on induction
- by reference to it in the school newsletter, at least twice each year
- by display on one noticeboard in the school
- on the Agenda of one Board of Directors' Meeting each year

The Headmaster will ensure that a copy of the policy is always available from the school's administration.

Review

The School will ensure that this Policy is reviewed at least once every two years.

PART B - DEALING WITH ALLEGATIONS OF HARM

The following actions should be taken in any cases relating to harm or suspected harm against a child:

1. Record details of the allegations. Be careful not to taint the evidence of the student or the respondent.
2. Decide whether the allegation should be reported to authorities: see *Procedures for Reporting Harm*. If so, report it.
3. Provide details of the allegations to the respondent.
4. If there is unacceptable risk, stand down the respondent. In extreme cases, dismiss them summarily.
5. Offer counselling to the student and the respondent.
6. Inform the student's parents. (Refer to Evidence page 9)
7. Inform the School's governing body.
8. Inform the School's insurers.
9. Investigate the allegations. Note: if the allegations have been reported to police, do not begin the investigations until the prosecution is complete and the police inform you they have decided not to charge the respondent.
10. Attend to public relations.
11. Take disciplinary action against the respondent if the circumstances require it.
12. Keep the student and the respondent informed as the matter proceeds.

PART C - PROCEDURES FOR REPORTING HARM

Staff members at Ormiston College are expected to reflect the highest standards of care in their behaviour towards and relationships with students.

Employees of Ormiston College must not under any circumstances engage in physical or emotional abuse or engage in sexual contact of any nature with a student of the school. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or caregivers. The age of the student is also irrelevant.

Failure to behave in an appropriate manner may result in criminal proceedings and/or disciplinary action, including dismissal.

The following Table outlines the procedures for reporting harm which will apply in Ormiston College.

Where a reference is made to **PROVIDING A WRITTEN REPORT** in the below procedures, the following matters are to be included in the written report:

1. name of the person giving the report (the 'first person');
2. the student's name and sex;
3. details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by an employee of the school;
4. details of the abuse or suspected sexual abuse;

5. any of the following information of which the first person is aware:
- the student's age;
 - the identity of the employee who has abused, or is suspected to have abused the student;
 - the identity of anyone else who may have information about the abuse or suspected abuse.

PROCEDURES FOR REPORTING HARM	
SCOPE:	applies to: • harm of any student of this school who was under 18 years at the time the harm was caused; and • behaviour of a staff member that a student considers is inappropriate.
DEFINITION:	"harm":- • is any detrimental effect of a significant nature on a student's physical psychological or emotional well being, however caused • can be caused by - physical, psychological or emotional abuse or neglect; or - sexual abuse or exploitation.

ACTIONS REQUIRED:

Subject	If	Then
Reporting Harm (Accreditation Regulation s.10)	You as a student are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 at the time	report it to any staff member
	You are a staff member and you are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 at the time	report it to the Headmaster or to the Head of School keep a written record of your actions
	You are:- the Headmaster or Head of School and you receive a report of harm or suspected harm to a student of the school; and you are aware of the harm having been caused or you reasonably suspect the harm to have been caused	report it to the police or the Department of Families keep a written record of your actions
Reporting Inappropriate Behaviour (Accreditation Regulation s.10)	you are a student and you wish to report behaviour by a staff member that you consider inappropriate; you, the Headmaster, Head of School or Dean/Director of Students receive the report under the preceding step	report the behaviour to The Headmaster, Head of School or Dean/Director of Students interview the student interview the staff member named in the report

Ormiston College

		interview any other person who may be able to provide useful information report your findings to the Headmaster, if you are the Dean of Students, with your recommendation for action to be taken as Headmaster take action on the basis of the report
Reporting Sexual Abuse Education (General Provisions) Act s.146B)	you are:- - a staff member; and - aware or you reasonably suspect that an employee of the school has sexually abused a student of the school who was under 18 at the time	give a written report about the abuse to the Headmaster or a member of the Board of Directors immediately contents of the written report are prescribed by regulation made under the Education (General Provisions) Act
	You, the Headmaster, receive a report under the preceding step	give a copy of the report to a police officer immediately

PART D – PREVENTING BULLYING

The school has a responsibility to ensure that the rights of its students are safeguarded. These include the right to a learning environment free from discrimination and harassment.

All schools must take reasonable steps to ensure that students learn in a safe, supportive and caring environment without fear of being bullied, discriminated against or harassed.

By definition bullying is repeated oppression, psychological or physical, of a less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination.

In any form bullying is not acceptable behaviour and results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim. Within the context of Ormiston College bullying is entirely contrary to the ideals of the school. In accordance with the school's Mission statement therefore this policy seeks to:

- develop in students respect and concern for others, of all races and creeds;
- develop in students an understanding that they must take responsibility for their own behaviour;
- develop in students critical and effective thinking and problem solving skills;
- develop in students life skills related to healthy life styles; and
- develop an environment that nurtures and promotes student self-esteem and self confidence.

Implementation

The following steps are a guide to dealing with reports of bullying.

1. If bullying is suspected or reported, the incident should be dealt with immediately by the member of staff who has been approached, to ensure the student's safety. It is **never** acceptable to turn a blind eye to bullying.

2. A clear account of the incident should be recorded and given to the Headmaster or delegate.
3. The Headmaster or delegate will then work through the school's anti-bullying policy (see Appendix - Anti Bullying Policy copy)

Students

Students who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff of their choice;
- reassuring the student;
- offering continuous support; and
- providing encouragement to form and maintain friendships with non-bullying students.

Students who have bullied will be helped by:

- discussing what happened;
- discovering why the student became involved;
- establishing the wrong doing and the need to change; and
- enlisting the support of parents/caregivers to help change the behaviour and attitude of the student, where appropriate.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in assemblies and subject areas, in an attempt to eradicate such behaviour.

PART E – PREVENTING HARM TO STUDENTS FROM PEOPLE OUTSIDE OF THE SCHOOL

Over 85% of children are harmed by someone they know and trust – a parent, sibling, other relative, family friend or care provider. Employees should be aware of the physical, emotional and behavioural indicators of risk of student harm, and actual harm. These indicators are more significant if they are severe and/or consistent over time.

Indicators of harm

Physical abuse and excessive punishment

- student presents with bruises, burns or fractures at a frequency which is inconsistent with normal activity;
- students offer explanations for an injury which appear inconsistent with that injury;
- student or another person advise that he/she has been subjected to or threatened with physical harm;
- reluctance/refusal to participate in swimming or other activities where getting changed or wearing more revealing clothes may show signs of harm;
- excessive absenteeism.

Emotional abuse and/or deprivation

- poor peer relationships/withdrawn;
- inclined to seek adult company and/or students who are older or younger;
- avoiding going home on a regular basis;
- learning difficulties, including poor concentration;
- attention seeking behaviour such as stealing, lying, running away, disrupting classes repeatedly.

Physical neglect and/or inadequate supervision or care

- students appear underweight for age and body type;
- inadequate clothing;
- asking other students for food or money or not bringing food to school;
- excessive absences from school and/or high frequency of illness/infection;
- student often arrives at school early and/or leaves late.

Sexual abuse

- bruises, bite marks or other injuries to breasts, buttocks, arms, lower abdomen or thighs;
- bruises, scratches or other injuries not consistent with accidental injury;
- difficulty walking or sitting;
- persistent headaches or recurrent abdominal pain;
- unexplained pain in genital area;
- torn, stained or bloodied underwear;
- itching, soreness, discharge or unexplained bleeding;
- painful and recurrent urination;
- recurrent urinary tract infections;
- signs of sexually transmitted diseases;
- pregnancy in adolescents where the identity of the father is vague or secret.

Where an employee has concerns or is unsure whether or not observations should be cause for concern, it is mandatory that they report their concerns to the Headmaster/Head of School.

The Headmaster will contact the Department of Families to discuss, in the first instance, the fact there is a concern and to seek advice as to the appropriateness of formally reporting the matter.

If it is deemed, after this discussion, that further investigation is warranted, then the Headmaster, on behalf of the employee who made the original observation, will report the matter to the Queensland Police Service. Reporting to the police is mandatory where harm caused to a child indicates a criminal offence may have taken place, such as a sexual assault. At this time the employee concerned must be available to give a first hand account of the situation.

It should be noted that the role of the employee is not an investigative one. Staff must not undertake investigations beyond satisfying themselves that they have reasonable grounds to suspect that a student has been, or is at risk of harm. Neither the employee nor the Headmaster is obliged to obtain proof, establish the cause of harm or assess its severity.

Once a report has been made, the employee is not required to take further action, beyond the requirement to exercise a duty of care.

Evidence

The investigation of these matters is a complex and sensitive process. In the course of an investigation, officers from the child protection agencies may request permission to interview the student concerned. In most cases, in order to ensure the interests of the child are protected, the student may be interviewed before the matter is discussed with the parent/caregiver.

The responsibility for informing parents/caregivers of notifications and any interviews rests with the investigating child protection agency officers, not with the Headmaster. For this reason, any person making an inquiry or complaint concerning an investigation or an interview must be promptly referred to the Headmaster who will refer the enquirer to the appropriate department, with the explanation that it is the responsibility of that department to answer such inquiries or complaints.

Confidentiality

The identity of the person reporting the matter must not be revealed to any person or officer of any department without that person's consent.

Child protection agencies operate under strict laws of confidentiality. This means they do not divulge the identity of the person reporting the matter except to others requiring the information to perform duties under the *Child Protection Act 1999*, neither do they divulge information about their investigations to the person reporting the matter.

Section 22 of the Child Protection Act 1999 provides for the protection from civil liability for persons who, acting honestly, notify or give information about suspected harm to a child. It also states that merely because the person gives the notification, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct. Furthermore, Section 146B (5) of the *Education and Other Legislation (Student Protection) Act 2003* provides similar protection with respect to reports of sexual abuse.

Support for the Student

The school has a responsibility to offer a long-term, supportive environment for all students. The following are suggested as ways to support a student who may be in need of protection:

- Treat the student with respect and dignity.
- Be sensitive to the student's needs, feelings and concerns.
- Monitor the situation.
- Maintain confidentiality as far as is practicable.
- Immediately notify the Headmaster if, after the initial report, any further incidents of harm are suspected.

PART F – PREVENTING STUDENT SELF HARM

During their schooling, some students may be at risk of harming themselves. This harm may occur with or without suicidal intent; or may be symptomatic of, or associated with, a known medical condition or intellectual disability.

Self-harm with suicidal intent

Youth suicide rates in Australia are among the highest in the industrialised world. Common risk factors include:

- previous attempts at suicide (most powerful risk predictor);
- depression;
- drugs and alcohol abuse;
- conduct disorder;
- disruptive and unsupportive family background;
- relationship conflicts;
- poor coping skills;
- psychiatric illnesses;
- ready availability of lethal means to commit suicide;
- copycat behaviour after an incident of self-harm by another person.

Other risk factors include:

- recent bereavement;
- chronic physical illness;
- anniversary phenomenon (of past losses or major life events);
- early loss experiences;
- school failure;
- perfectionism and overachievement as a result of students having high expectations of themselves.

Threats of self-harm by a student should be taken seriously and reported to the Head of School and Headmaster immediately. It is much safer to be cautious and act on the concern, than to do nothing.

An employee who becomes aware of, or suspects, a student is experiencing significant psychological distress, should consult the Head of School for further advice and report the information to the Headmaster.

In the case of an acutely distressed student, the immediate safety of the child is paramount. An employee should ensure the immediate safety of the student, arrange for an adult to be with the student at all times and then report concerns to the Headmaster and the Head of School. Employees should note, that while it is important to support a student, they should be careful not to substitute support for professional help.

Following a report, the Head of School will meet with the distressed student, **on the day of the report**, to conduct an initial assessment and determine an appropriate course of action. In cases of serious concern, the Headmaster, or counsellor under the direction of the Headmaster, will notify the student's parents and make arrangements for access to professional assistance.

Self-harm without suicidal intent

Not all cases of self-harm relate to suicidal intent. Students may engage in a variety of high risk behaviours, such as alcohol/substance abuse; drug-taking; unsafe promiscuity; cutting/burning oneself.

All school employees are expected to act to prevent all high risk behaviours occurring within the school, and support any other interventions undertaken to reduce the risk of such behaviours occurring outside the school.

Employees who are aware that a student is engaging in, or is at risk of engaging in, high risk activities should consult with the Head of School for further advice and report their concerns to the Headmaster.

Following a report, the Headmaster will consult with the Head of School to determine what course of action should occur. Possible actions include:

- contacting parents
- arranging professional assistance
- consulting with the local office of the Department of Families
- contacting the police, where appropriate

Self-harm as a symptom of a medical condition or intellectual disability

Where it is known that a student has a propensity to engage in self harm that is symptomatic or associated with a known medical condition or intellectual disability, the Headmaster, in cooperation with other qualified school staff and external treating professionals (where applicable) will devise an individual program of management to prevent or reduce the likelihood of the student engaging in self-harm at school.

The program will complement any other management procedures adopted outside the school setting to address the self harm behaviour.

The program of management will be monitored on an on-going basis and modified as appropriate to maximise socially adaptive behaviour.



7 October 2004

Mr Donald Boyd
Chairman
Ormiston College Ltd
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Boyd

I refer to the written processes about the conduct of staff and students (and certain related information), as regulated by section 10(2) to (8) of the *Education (Accreditation of Non-State Schools) Regulation 2001*, recently submitted to the Non-State Schools Accreditation Board by Ormiston College Ltd in respect of **Ormiston College**.

The Accreditation Board considered the written processes and related information at its meeting held on 7 October 2004 and is satisfied that the written processes meet the legislative requirements as set out in section 10(2) to (6) of the Regulation, and is satisfied that the governing body has demonstrated that the school is implementing the processes as required by section 10(7).

The Accreditation Board would like to thank you for your cooperation during the program involving all non-State schools to establish the extent of conformity with the statutory requirements as outlined.

Yours sincerely

Emeritus Professor Roy Webb AO
Chairperson

CHECK/ASSESSMENT SHEET**Health, Safety and conduct of Staff and Students****Education (Accreditation of Non-State Schools) Act and Regulation 2001****Preambles**

Name of school

Name of Governing Body

Comments

Ormiston College
Ormiston College Hl.**ACCREDITATION CRITERION****HEALTH, SAFETY AND CONDUCT OF STAFF AND STUDENTS [Regulation, s.10]**

Written processes about appropriate conduct of staff and students that accord with child care and protection legislation

[Regulation, s.10(2)]

REPORTING INAPPROPRIATE BEHAVIOUR (Ss 10(3) and (4))

1. Do written processes include process for reporting by a student to a stated staff member behaviour of another staff member that student considers is inappropriate

[Regulation, s.10(3)(a)]

Satisfactory



Unsatisfactory



2. Do written processes include process for how the information reported to the stated staff member must be dealt with by the stated staff member

[Regulation, s.10(3)(b)]

Satisfactory



Unsatisfactory



3. Are there stated at least 2 staff members to whom a student may report the behaviour.

[Regulation, s.10(4)]

Satisfactory



Unsatisfactory



Headmaster, Head of School or
Dean/Director of Students

REPORTING SEXUAL ABUSE OR SUSPECTED SEXUAL ABUSE (S10(5)(a); S146B EDUCATION (GENERAL PROVISIONS) ACT 1989)

4. Do written processes include a process for reporting sexual abuse or suspected sexual abuse in compliance with the Education (General Provisions) Act 1989, section 146B

[Regulation, s.10(5)(a)] i.e. :-

Satisfactory



Unsatisfactory



In cases where a staff member (first person) becomes aware, or reasonably suspects, that a student under 18 years attending the school has been sexually abused by an employee (i.e. a person engaged to carry out work at the school for financial reward)

Process must provide:

- (a) ^{immediately} the first person must give a written report to the school's principal (i.e. the person responsible for the school's day-to-day management, Education (General Provisions) Act 1989) or a director of the school's governing body (i.e. a person appointed as a director of the company or person/member of the executive or management entity) and

Satisfactory



Unsatisfactory



- (b) the principal or director must immediately give a copy of the report to a police officer

Child Protection Policy
Anti-Bullying "

Revised : 1

The report must include:-

Satisfactory ☒

Unsatisfactory ☐

- name of person giving report (first person)
- student's name and sex
- details of the basis for first person becoming aware, or reasonably suspecting, student has been sexually abused by an employee of the school
- details of the abuse or suspected abuse
- any of the following of which the first person is aware:

*student's age; identity of employee who has abused or is suspected to have abused the student; the identity of anyone else who may have information about the abuse or suspected abuse

[Section 76AA Education (General Provisions) Regulation 2000

REPORTING HARM (s10(5)(b))

"Harm" [defined in s.3] as any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused and can be caused by –

- (a) physical, psychological or emotional abuse or neglect; or
- (b) sexual abuse or exploitation

(nb: self-harm falls within ambit of definition also)

NB: Child Protection Act

identity of notifier of harm to remain confidential (released only in accordance with s.186)

once a report of harm is made, responsibility of Dept of Child Safety or Qld Police Service to contact parents if considered appropriate (s.15)

once reported, it is role of Dept of Child Safety or QPS to investigate – principal or other person should not investigate beyond satisfying himself/herself that there are reasonable grounds to suspect a student has been or may be harmed

5. Do written processes include a process for the reporting by a staff member, to the school's principal or another person nominated in the process, of harm that the staff member is aware or reasonably suspects has been caused to a student who, when the harm was caused or is suspected to have been caused, was under 18 years

Satisfactory ☒

Unsatisfactory ☐

[Regulation, s.10(5)(b)(i)(A)]

AND

is not harm to which s10(5)(a) applies, (i.e. not sexual abuse or suspected sexual abuse)

[Regulation, s.10(5)(b)(i)(B)]

6. Do written processes include a process for the reporting by the principal or other person, to a relevant State authority, of the harm or suspected harm if the principal or other person also is aware or reasonably suspects the harm has been caused

Satisfactory ☒

Unsatisfactory ☐

[Regulation, s.10(5)(b)(ii)]

"relevant State authority" means –

- (a) the chief executive, or another officer, of the department in which the *Child Protection Act 1999* is administered; or
- (b) an authorised officer under the *Child Protection Act 1999*; or
- (c) a police officer.

ACCESSIBLE PROCESSES

7. Are the written processes readily accessible by staff and students
[Regulation, s.10(6)(a)]
- | | |
|----------------|-------------------------------------|
| Satisfactory | ☒ |
| Unsatisfactory | ☐ |
8. Do the written processes provide for how staff and students are to be made aware of the processes
[Regulation, s.10(6)(b)]
- | | |
|----------------|-------------------------------------|
| Satisfactory | ☒ |
| Unsatisfactory | ☐ |

IMPLEMENTATION

9. Is the governing body able to demonstrate how the school is implementing the processes
[Regulation, s.10(7)]
- | | |
|----------------|-------------------------------------|
| Satisfactory | ☒ |
| Unsatisfactory | ☐ |

10. HEALTH, SAFETY AND CONDUCT OF STAFF AND STUDENTS — SCHOOL IS COMPLYING
[Regulation, s.10]
- | | |
|-----|-------------------------------------|
| YES | ☒ |
| NO | ☐ |

Ormiston College Ltd

Ormiston College

- ① Page 5, item 6
"inform parents" → need a footnote to sp. s. 15
child Protection Act
- ② Page 6
Reporting inappropriate behaviour.
Doesn't provide for how Head of School or
Director of Student must deal with
the report provided to them
- ③ Page 8
Personal Power Program → not attached
- ④ Dept of Families.
- ⑤ Further info re: s 10(7) implementation

TANZER, Deborah

From: LEGGATT, Sharon
Sent: Wednesday, 8 September 2004 2:46 PM
To: TANZER, Deborah

Debbie

Would you mind ringing Fran Lawler, Ormiston College on tel. 3821 8922 concerning their child protection policy. It was sent back for edits which were made and sent back and now she is asking whether (1) there will be a letter coming back to them saying it is approved and (2) whether they can publicise it now on the website and to parents, etc. She called at 2.45 p.m.

thanks
Sharon

9/9/04 @ 3.45pm. - I called Fran + she advised she had received our letter. I advised that it will be considered at the 7/10/04 meeting + she will arrange for it to go on website after that date. I told her I would contact her if there was a problem, otherwise the Board will write DTanzer.



30 July 2004

Mr David Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Hosking

Thank you for your letter received on 29 July 2004 in response to the Non-State Schools Accreditation Board's request for information and documents concerning the written processes about the conduct of staff and students at Ormiston College.

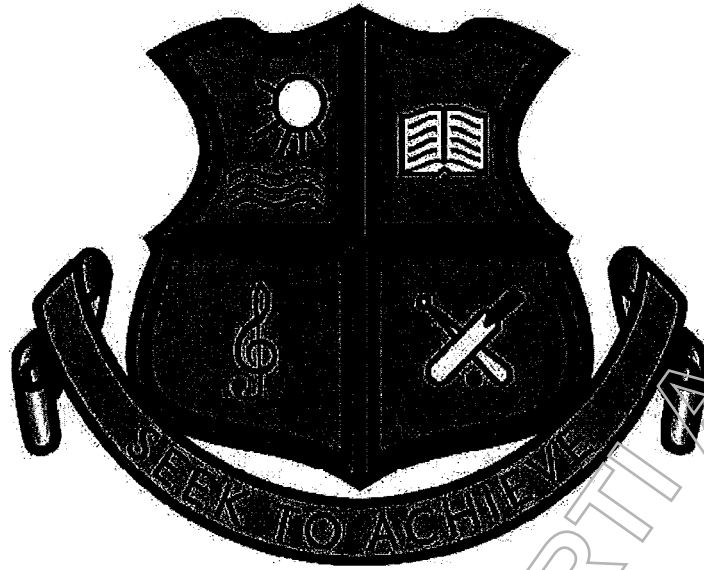
Your response is currently being considered and the governing body will be contacted again in due course.

Thank you for your assistance to date.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Vogler'.

LAURIE VOGLER
Director
Office of Non-State Education



ORMISTON COLLEGE

ANTI BULLYING

POLICY

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Prepared by Alex Delaforce and Paul Hornibrook – Ormiston College.

The College's Policy Against Bullying

Introduction

With the students of Ormiston College ranging from pre-school to year 12 it is important that the social issues that arise from such a diverse community are planned for and dealt with.

One of these issues is the need for discipline and in 1996 Ormiston College published its draft 'Behaviour Management Strategy'. This initiative came from a realisation that "the approach to discipline in the Senior School was at times piecemeal" (Ormiston College Behaviour Management Strategy Draft 1996, p3). The document has since been modified to give a more effective reflection of operational constraints. The Behaviour Management Strategy has proved a useful tool, by providing a framework for implementing a consistent approach to discipline matters at the College.

It has now become timely to consider specifically the issue of harassment and bullying. Significant effort has been put into researching the issue both locally and globally. Through this research it has become obvious that schools must pay greater attention to bullying and its consequences.

In spite of the efforts by academics and teachers, the treatment of bullying in schools defies a single solution. It is widely accepted however that an anti-bullying policy is beneficial. Furthermore, not to attempt to address the issue at a policy level is seen to be akin to a school burying its head in the sand.

At the present time, teachers at Ormiston College are using a range of techniques to handle a range of bullying situations, and are consequently achieving a wide range of levels of success. Generally, the aim of the Anti-Bullying Policy at Ormiston College is to assist teachers, students and parents to react consistently and practically to cases of harassment and/or bullying.

It is important that the Ormiston College Anti-Bullying Policy is not seen as an entity that is separated from the rest of the College's structure and activities. For an appreciation of the way in which the Anti-Bullying Policy must link to other aspects of the school, see **Appendix 1**.

Comments on currently available research findings.

In researching bullying and bullying policy at schools the following points have been found to be common:

- Bullying should be handled using the same aspects of the school's philosophy that aims to provide a safe and caring environment to promote personal growth and positive self-esteem for all.
 - Structuring a bullying policy around a witch-hunt for the bully tends to drive bullying activities underground, and promotes inconsistent and bully-like ways of dealing with peer-to-peer bullying.
 - Bullying policy should aim to achieve positive goals for all including, if possible, the bully.
 - Bullying policy should contain a clear definition of what is considered to constitute 'bullying' and should include examples of what is meant by the term.
 - The policy should recognise the part to be played by the teacher, the student and the parents or guardians within the school environment.
-

The Ormiston College Anti-Bullying Policy

Ormiston College does not tolerate any form of harassment including bullying. All members of the College Community are committed to ensuring a safe and caring environment that promotes personal growth and positive self-esteem for all.

What is bullying?

Bullying is repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons (Rigby 1997).

The main features to consider when using this definition of bullying are:

it can take a number of forms: physical, verbal, gesture, extortion and exclusion.

- it results from an imbalance of power where that power is abused.
- it can be planned and organised or it may be unintentional.
- individuals or groups may be involved.

Some examples of bullying may include:

- any form of physical violence such as hitting, pushing or spitting on others.
- interfering with another's property by stealing, hiding, damaging or destroying it.
- using offensive names, teasing or spreading rumours about others or their families.
- using put-downs, belittling others' abilities and achievements.
- writing offensive notes or graffiti about others.
- making degrading comments about another culture, religious or social background.
- hurtfully excluding others from a group.
- sexual abuse including making suggestive comments.
- ridiculing another's appearance.
- forcing others to act against their will.

Rights at Ormiston College

Members of the Ormiston College community have certain rights. Underpinning this anti-bullying policy are the following:

- the right to feel safe and comfortable.
- the right to be treated respectfully and with courtesy.

Responsibilities at Ormiston College

As a community we have a responsibility not to allow cases of bullying to go unreported. Thus, in order to enjoy the rights associated with being a member of the College's community we must have the courage to speak up, even if this involves some personal risk.

This requires Staff to:

- be role models in word and action at all times.
- be observant of signs of distress or suspected incidents of bullying.
- make efforts to remove occasions for bullying by active patrolling during supervision duty.
- arrive at class on time and move promptly between lessons.
- take steps to help victims and remove sources of distress without placing the victim at further risk.
- report suspected incidents to the appropriate staff member such as the Form Teacher, Year Co-ordinator, Dean of Students or Head of Senior School who will follow the designated procedures.

This requires Students to:

- Refuse to be involved in any bullying situation.
- If present when bullying occurs the student should:
if appropriate, take some form of preventative action;
report the incident or suspected incident and help break down the code of secrecy.

If students who are being bullied have the courage to speak out, they may help to reduce pain for themselves and other potential victims.

The College recommends that parents:

- watch for signs of distress in their children, e.g. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising;
- take an active interest in their children's social life and acquaintances;
- advise their children to tell a staff member about any incidence. If possible allow their children to report and deal with the problem themselves. Respect can be gained through taking the initiative and dealing with the problem without parental involvement;
- upon having a suspicion of a bullying situation
- inform the College,
- keep a written record (who, what, when, where, why, how);
- do not encourage retaliation;
- communicate to their children that parental involvement, if necessary, will be appropriate for the situation;
- be willing to attend interviews at the College if their child is involved in any bullying incident
- be willing to inform the College of any cases of suspected bullying even if their own child is not directly affected;

When staff, students and parents work together we create a more caring environment at Ormiston College.

It has been found that this emphasis upon positive goals is a recurring feature in good policies to counter bullying or harassment (Rigby 1997, p139). At Ormiston College the Anti-Bullying Policy is designed to be a direct consequence of a school philosophy that centres upon the expectations of respect, caring and courtesy for others. Clearly acting in accordance with these expectations precludes bullying or harassment.

As is the case with all aspects of the Behaviour Management Strategy, this Anti-bullying Policy will only be implemented successfully if the 'three Cs' are followed.

These are:

- Cooperation,
- Communication,
- Consistency

between all parts of the College's community.

The Bullying Management Strategy.

Students, parents and staff should be aware of the strategy to be adopted at the College for the management of all cases of bullying. This will ensure that the consistent approach required by the Anti-Bullying Policy is satisfied.

The members of the College community involved in the management of bullying situations can be seen in the diagram at **Appendix 2.**

The stages in the management of a bullying situation can be found in the diagram at **Appendix 3.**

The 'Method of Shared Concern' may be initiated in cases where initial attempts to deal with bullying behaviour have resulted in the behaviour continuing. Details of the 'Method of Shared Concern' are included at **Appendix 4.**

Suggested Strategies for a Student Suffering Harassment and/or Bullying.

The following is a set of suggested steps for students in the case of being bullied. They are presented approximately in an order of least intrusive to most intrusive. However, it has to be realised by all those concerned that it takes significant courage to take any measure of action in a bullying case.

- *Ignore it, show that it doesn't upset you*
- *Confront the harasser and state that the behaviour is unwanted and unjustified*
- *Talk it over with others, such as friends or parents who may help to make plans*
- *Bring the matter up at a form meeting where public disapproval of the harassment may stop it*
- *Report to a class teacher, form teacher, year coordinator or whoever you feel may deal with it effectively*
- *Take the matter to a higher authority, such as the Dean of Students or if necessary the Head of Senior School or Headmaster, with support from teachers or parents.*

Concluding Remarks

Any policy operating within the constantly changing school environment must respond to the dynamic nature of that environment. It is therefore necessary that this Anti-Bullying Policy contains within it the following commitment:

Ormiston College is committed to the review of its Anti-Bullying Policy and the practices derived from its implementation. This will ensure that the Policy remains relevant to the College community. The review process may be undertaken as an appropriate response to:

Changes in the College's environment,

Local research activities (eg. surveys),

Globally available research findings,

or as part of a periodic review.

Released under the RTI Act
by NSSAB

Appendices

Appendix 1 – The Anti-Bullying Policy within the whole school environment.

Appendix 2 – The Bullying Management Strategy – Chain of Responsibilities.

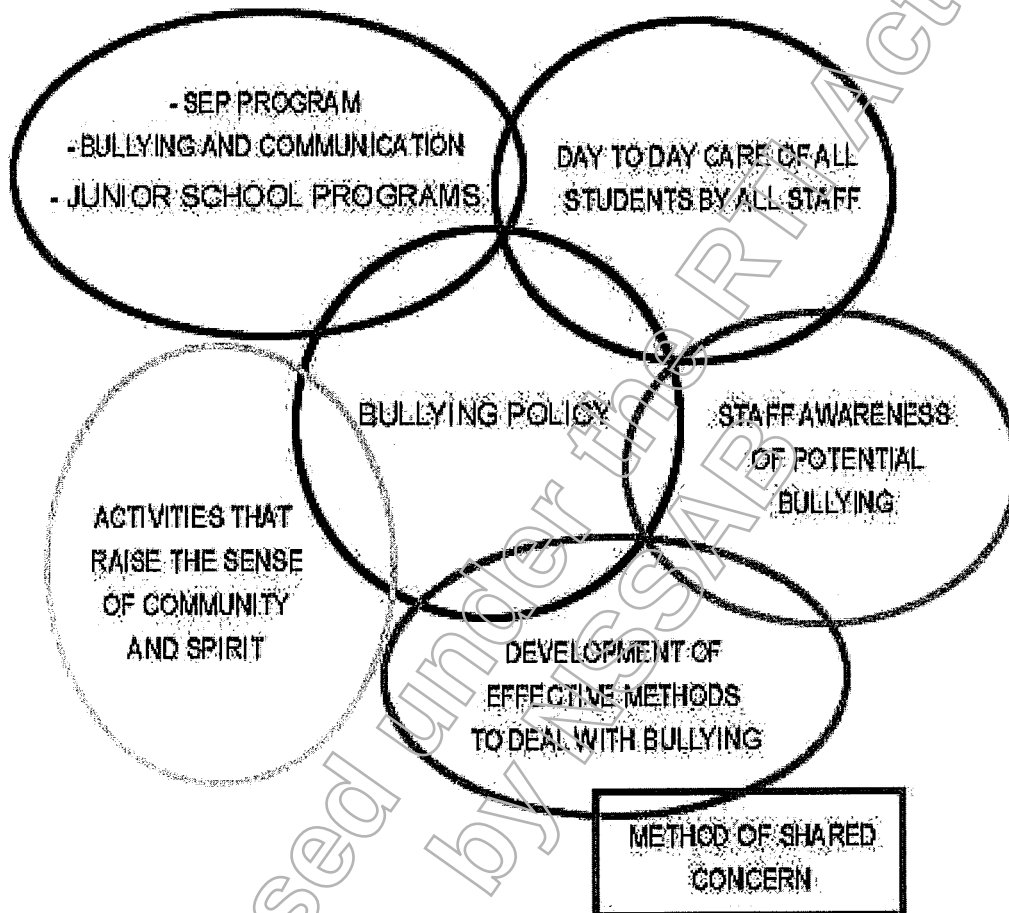
Appendix 3 – The Bullying Management Strategy – Management Process.

Appendix 4 – The 'Method of Shared Concern.

Released under the RTI Act
by NSSAB

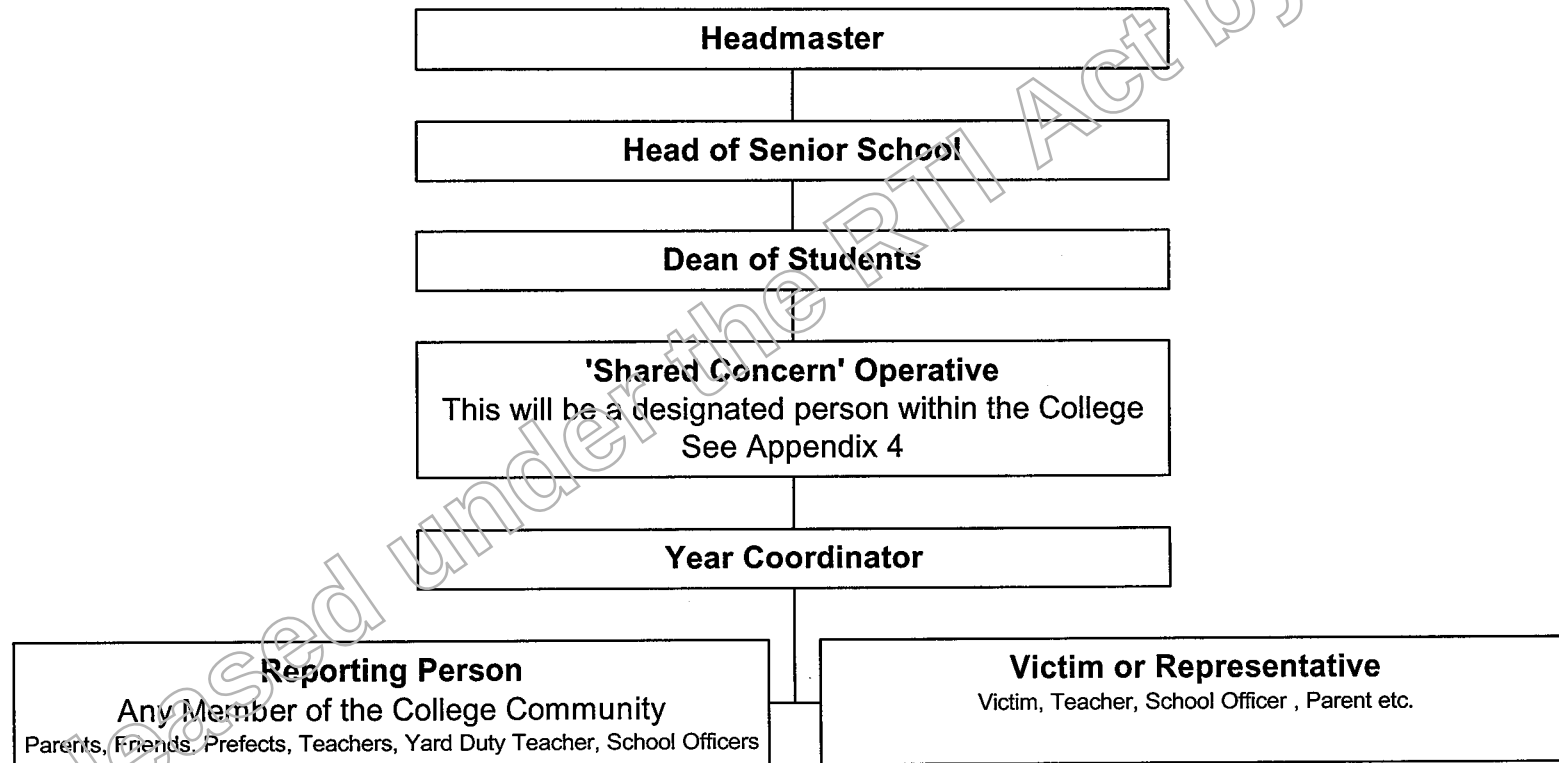
Appendix 1

The Anti-Bullying Policy within the whole school environment.



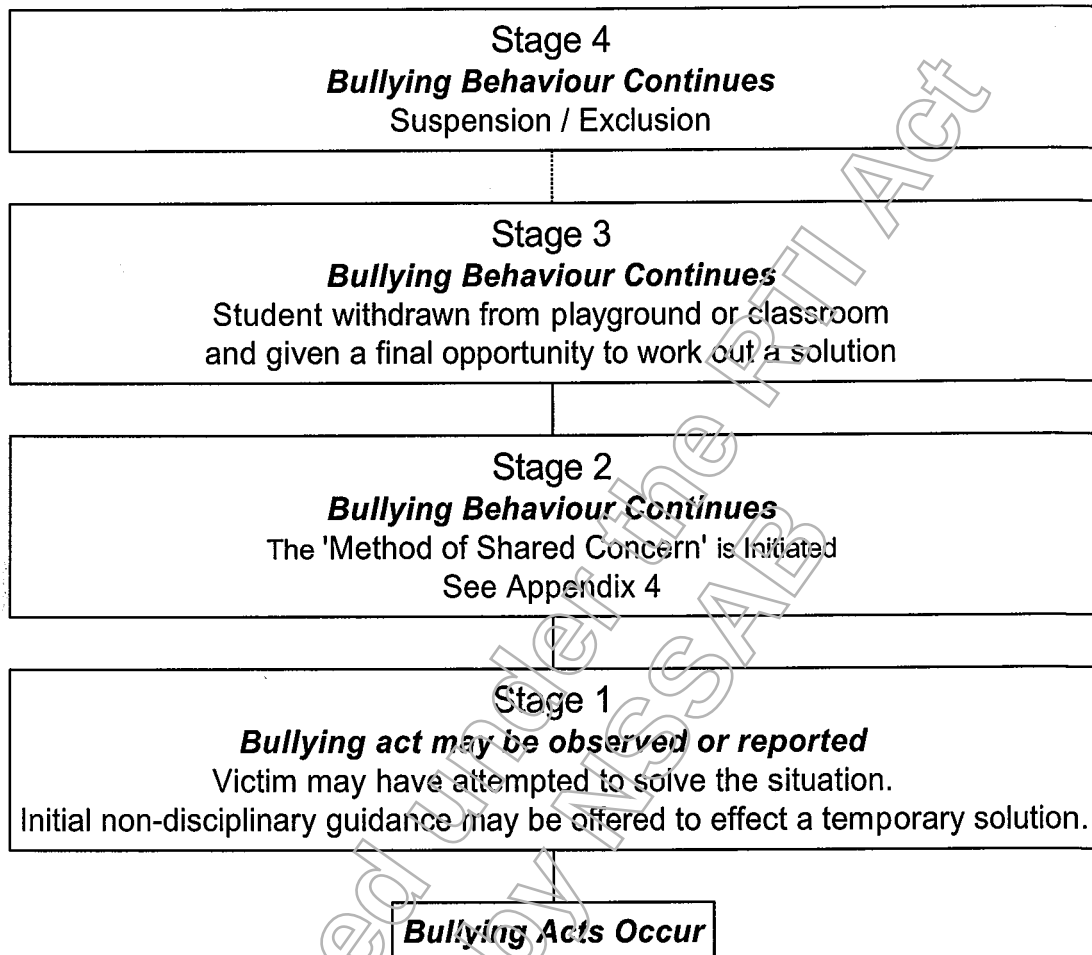
Appendix 2

Bullying Management Strategy Chain of Responsibilities



Appendix 3

BULLYING MANAGEMENT STRATEGY Management Process



The Method

Briefly, the 'Method of Shared Concern' involves the following stages:

A.

A bully/victim problem is identified. For this one needs to have reliable information about who is involved, including

- (a) the person or persons who are being bullied by another individual or group
- (b) the person or persons who continually engage in carrying out the bullying.

Information about what is happening and the concern felt by the victim is ideally obtained through observations and reports, rather than through talking directly with the victim. (This is to prevent repercussions on the victim for having "told")

B.

A number of students are identified as having taken part in the bullying, or to have supported it in some way. Each one is seen in turn, starting (if known) with the likely ringleader.

In these meeting with individual students, it is important not to make any accusations. The meeting begins with the interviewer inviting the student to sit in a chair opposite (without an intervening desk) and waiting for eye contact before the interaction begins.

The interviewer starts by sharing a concern for the person who is being victimised. Once the feelings of the interviewer have been clearly - and sincerely - conveyed, the student is asked to say what he or she knows about the situation.

As soon as the student has acknowledged some awareness (not necessarily guilt) relating to what has been happening, the student is asked directly what he or she can do to help improve matters.

Note that the interviewer is not trying to "get to the bottom of the matter" and to apportion blame but to produce a constructive response and change the situation.

Commonly suggestions are elicited. But if they are not, the interviewer may make suggestions, normally ones that are not so difficult for the bully to accept. The interviewer should express strong approval for any constructive proposals, but arrange

for another meeting (at an agreed time) to find out what has actually been done. Close monitoring is essential.

At this meeting no threats are made nor any warnings given

The remaining students in the group are seen, again individually, and the procedure repeated.

Example of and Interaction between interviewer and student

(To get a feel for the Method act or role play the following with a partner)

Phase 1

Interviewer (Int) I hear that some students have been giving Tom a bad time recently ?
What do you know about it ?

Student (S) (Long pause). It wasn't just me ! (There may be a flat denial of personal involvement - but the Int can still continue as follows)

Int. OK, but what can you tell me about it ? (Int is not trying to elicit a confession)

S. Well, some people have been calling him names - pushing him around a bit - just having fun really.

Int. I see. I am concerned that Tom's been pretty depressed, even staying home from school. It sounds like things are aren't so good for him right now.

S. I suppose so.

Phase 2

This can begin as soon as there is any acknowledgment that the situation - for Tom - is bad.

Int. I am wondering what you can do to make things a bit better for Tom.

S. Who, me?

Int. Yes, you

S (Long pause). Well, I suppose I could stop making fun of him - calling him names.

Int. (Enthusiastically - not grudgingly). That would be excellent. Try not to tease or upset him - and we will meet again next Tuesday at this time to see how things have gone.

S. Is that all?

Int. Yes, that's it. See you next week.

Some variations

1. The suspected bully may deny knowledge of what has gone on. This may be due to genuine ignorance, or more likely (if sound preliminary work has been done) be a refusal to cooperate. One can only repeat one's concern - and say: "Well, it seems like you don't want to talk about it today. We can talk later." (The bully is not getting out of it).
2. The bully may deny personal involvement or say it was somebody else. One might say: "Well, you have some influence with X. I wonder if you could have a word with her. She would respect what you might say "
3. The student may seek to pressure Int to say why he or she has come to suspect him of doing such a thing. Here the Int needs to be careful to make it clear that the suspicion is not based on what the victim has said, but rather on reports from (unspecified) others, ideally, through personal observation. Don't get into an argument over this. Return to one's main theme: that is, the bad time being experienced by the victim and what can be done about it.

C. Interview with victim.

The victim is seen after all the suspected bullies have been interviewed.

It is essential that the interviewer begins by expressing concern, sympathy and support over what has been happening.

However, questions need to be asked to find out whether the victim has been doing anything to bring on the bullying - that is by acting as a provocative victim.

The interviewer discloses that he or she has actually talked with the bullies individually and that each of them agreed to cooperate.

The interviewer undertakes to meet again with the victim to see how things develop.

D.

Further meetings are held with individual bullies (as previously arranged) to check on whether they have honoured their promises and what progress has been made.

Once it is evident that good progress has been made, a meeting with the whole group is organised. At this meeting it is usually possible to:

- (i) compliment the members on the progress that has been made
- (ii) to "fall in with" (or somehow elicit) a suggestion from members of the group that the victim be invited to join them for a final meeting to demonstrate that the problem of bullying has really been resolved.

Assurances must be obtained from individual members that they will act positively towards the victim at such a meeting.

E.

The victim can normally be induced to join the group for a final meeting, with assurances that there will be no unpleasantness at the meeting. If all goes well, the meeting will serve to demonstrate publicly that the bullying is well and truly over.

F.

Notice that in cases where the victim has behaved provocatively, the interviewer must seek to facilitate adjustments in the behaviour of both sides, that is, play the role of mediator. The aim is to get the students to reach an agreement - ideally in writing and in an agreed form - about how each will behave towards each other in future.

The Rationale of 'Shared Concern'

1. It is assumed that bullies typically (not always) are insensitive to the harm, or the extent of the harm, they are doing to the victim. This insensitivity is due to their involvement in a group which seems to give legitimacy to their bullying activities and prevents them from feeling personally responsible for the outcomes.
2. What they appear to gain mostly through bullying is a sense of being part of a group which is "having fun."
3. Yet as individuals, bullies commonly feel uncomfortable about what is being done.
4. A hostile blaming attitude on the part of an authority figure is likely to increase the desire for them to continue bullying and unite the bullies more strongly.
5. Working with individuals by initially sharing with them one's concern for the victim is likely to elicit a more positive response.
6. Although the method involves a non-blaming approach, it does not in any way seek to excuse or condone bullying. It is in fact quite direct and confrontational. It strongly invites and expects a responsible response.
7. Having made a commitment to the interviewer, generally means that members of the bully group will not talk to each other about what has transpired. Group influence is thereby weakened.
8. Careful monitoring of what ensues after promises have been made is absolutely essential.
9. Interviewing the victim first should be avoided, because if the bullies suspect that the victim has informed on them, he or she will be further endangered.
10. Victims are not always "innocent", and it is important to understand what they may be doing to provoke the bullying. One may need to work directly on changing the victim's provocative way of behaving.
11. Although the aim is to re-individualise bullies, the idea is not to "break up" groups (students have a right to enjoy being in a group) but eventually to change their attitudes and behaviour towards the victim and other potential victims.

12. It is important to see the whole group of "bullies" together after progress has been made towards improving the situation, to congratulate them on what they have been able to do, and to work through any residual problems with the victim present.

13. An important benefit from this approach is that it can lead to a "change of heart" on the part of bullies and remove the need for constant surveillance.

14. The use of punishment is often ineffective. It may breed resentment, increase group solidarity, jeopardise the victim further, and challenge bullies to practise ways of bullying that are hard to detect.

15. It does require some careful thought and planning on how to use the method with students. However, it need not be time-consuming. Short interviews and meetings only are often all that is needed.

16. There is now good research evidence that the method is effective in at least two cases in three (see Smith and Sharp, 1994). It has been used in many British, European and Australian schools with excellent results.

17. However, In severe cases of bullying or where individuals do not respond to shared concern, further action may be needed, including interviews with parents and even suspension.

Further information about the Method of Shared Concern is to be found in these sources:

Pikas, A. (1989). The common concern method for the treatment of mobbing. In E. Roland and E. Munthe (eds), Bullying, an international perspective. London: Fulton.

Rigby, K. (1996) Bullying in Schools - and what to do about it. Camberwell, Melbourne. Australian Council for Educational Research, pp 209-220. [Also published in London: Jessica Kingsley (1997) and Toronto :Pembroke, 1998].

Smith, P.K. and Sharp, S. (Eds.) (1994). School Bullying:insights and perspectives. London: Routledge, pp 195-202.



22 July 2004

Mr D Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND QLD 4163

Dear Mr Hosking

I refer to previous correspondence in relation to the Non-State Schools Accreditation Board's request for information and documents concerning the school's written processes about the conduct of staff and students.

Staff of the Accreditation Board's Office have now carried out an initial assessment of the information and documents provided by you prior to the material being considered by the Board. I am writing to you to advise of some concerns the Office has in relation to the school's Child Protection Policy.

1. Item 6 on page 5 of the policy requires clarification. This point presently states that in any case of harm or suspected harm, action should be taken to inform the student's parents. Section 15 of the *Child Protection Act 1999* provides that when harm to students is suspected from people outside the school, the responsibility for informing parents/caregivers rests with the investigating child protection agency officers, not with the school. I note that this point is discussed on page 9 of the policy under the heading "Evidence". However, when item 6 is read in isolation, it is not clear that in some cases of reports of harm or suspected harm, it is not the school's responsibility to inform parents.

My Office has recently discussed this point with the AISQ and I understand that the AISQ has amended its Information Manual on Child Protection Policies recently and incorporated a footnote to point 6 to this effect.

2. On page 6 of the policy, under the heading "*Reporting Inappropriate Behaviour*", the policy provides that a student may report inappropriate behaviour by a staff member to the Headmaster, Head of School or Dean/Director of Students. Further the policy provides for how the information reported must be dealt with by the Headmaster or Dean of Students. It appears that the policy does not provide for how the Head of School or Director of Students must deal with the information reported.

3. Item 3 on page 8 of the policy, requires clarification. In particular, it is unclear whether *"the school's anti-bullying policy"* and *"The Personal Power Program"* are the same document. If "not", would you please provide me with a copy of the school's anti-bullying policy at your earliest convenience. In any event, it appears the Personal Power Program is not attached to the school's Child Protection Policy.

I turn now to another important matter. The information you provided in response to the requirements of section 10(6) of the Regulation has been assessed as compliant with the statutory requirements. However, it does not appear that you have provide advice in relation to section 10(7) of the Regulation, i.e. a description of how the school is implementing the written processes. In particular, would you please advise if staff members were made aware of the processes for reporting harm and also, details concerning the accessibility of the policy to students, i.e. where is it located/displayed.

Furthermore, for your information, I have been advised that the Department of Child Safety will be fully operational by December 2004 and that this department will provide services to children and families where child abuse or neglect has been alleged or identified. Therefore, the references in your policy to the Department of Families will require amendment.

I would appreciate your response to these matters as soon as possible. If you have any queries, about this matter please do not hesitate to contact Ms Debbie Tanzer on telephone (07) 3237 9947.

Thank you for your assistance to date.

Yours sincerely



Mr Laurie Vogler
Director

Cc. Mr Donald Boyd
Chairman
Ormiston College Ltd
PO Box 1835
CLEVELAND QLD 4163



31 May 2004

Mr D Hosking
Headmaster
Ormiston College
PO Box 1835
CLEVELAND DC QLD 4163

Dear Mr Hosking

Thank you for your letter received on 31 May 2004 in response to the Non-State Schools Accreditation Board's request for information and documents concerning the written processes about the conduct of staff and students.

Your response is currently being considered and the governing body will be contacted again in due course.

Thank you for your assistance to date.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P.M. Parsons' with a flourish at the end.

Mr P M Parsons
Director

RELEASED under the RTI Act
by NSSAB
RECORDS AWAY
31 MAY 2004



27 May 2004

RECEIVED
31 MAY 2004
BY:

Emeritus Professor Roy Webb AO
Chairman
Non-State Schools Accreditation Board
PO Box 347
Brisbane Albert Street BC 4002

Dear Sir

Please find attached a copy of the Ormiston College Child Protection Policy as requested in your correspondence to Mr Donald Boyd, Chairman of the Ormiston College Board on 6/4/04.

If you have any queries on this matter please contact the writer on 07 3821 8990.

Yours sincerely

DAVID HOSKING

ORMISTON COLLEGE



CHILD PROTECTION POLICY

May 2004

Ormiston College Child Protection Policy

PURPOSE OF THIS POLICY: To provide written processes about the appropriate conduct of Ormiston College staff and students that accord with legislation applying in Queensland about the care and protection of children.

SCOPE: Applies to all staff and students at Ormiston College.

REFERENCES: *Commission for Children and Young People Act 2000*
Education (General Provisions Act) 1989
Education (Teacher Registration Act) 1988
Education (Accreditation of Non-State Schools) Act 2001
Education (Accreditation of Non-State Schools) Regulation 2001

DEFINITIONS:

A *child* is a person under 18 years of age.

Harm is 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;
- Sexual abuse or exploitation. ✓

A *student* is any person regardless of age who is enrolled at the school

USEFUL CONTACTS:

Commission for Children and Young People, telephone 07 3247 5525
Board of Teacher Registration, telephone 07 3377 4777
Police: Cleveland Police Station 07 3824 9333

PART A – PRINCIPLES AND GUIDELINES

PRINCIPLES:

Ormiston College will uphold the following principles under this Policy:

- Protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential.
- Ormiston College recognises that people who are subjected to abuse are harmed by it.
- At Ormiston College, the welfare and best interests of the child will always be a primary consideration.
- Ormiston College expects our students to show respect to our staff and volunteers and to comply with safe practices.
- All employees must ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful.
- Sexual acts by an adult employee or volunteer with a student who is a child will always be sexual abuse.

Ormiston College

- Ormiston College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.
- Reprisals against students or others making a complaint will not be tolerated.
- Student management practices will be administered with respect and in a manner which maintains the student's dignity.
- Ormiston College will act fairly and reasonably towards an employee or volunteer who is the subject of allegations of improper conduct.
- Ormiston College will support an employee or volunteer who is the subject of a proven false allegation of causing harm to a student.
- Anybody within Ormiston College who becomes aware or reasonably suspects that a student is being harmed must report it to the School in accordance with the School's Procedures for Reporting Harm.
- Ormiston College will take disciplinary action against employees who harm others, and appropriate action against volunteers who harm others.
- Ormiston College will not permit people to work in a position if the School believes on the basis of all information available that, if the allegations against them were wholly or partly true, there would be an unacceptable risk that others might be harmed.
- Ormiston College will cooperate with state authorities in resolving allegations of harm.

GUIDELINES

In complying with these principles, Ormiston College will be guided by the following.

Natural Justice

The principles of natural justice will apply to decisions to be made under this Policy. The two fundamental principles of natural justice are:

- That those making a decision are not biased.
- That nobody should be condemned unless they are given prior notice of the allegations against them and they have a fair opportunity to be heard.

Process

It is important to make the lodging of a complaint easy.

Confidentiality

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. Ormiston College is unable to promise absolute confidentiality since its policies will require disclosing, internally and externally, certain details involved in responding to any complaint. State authorities can compel people to give evidence about actions under the Policy and to produce documents.

Criminal Law

Where there are allegations of criminal misconduct, the allegations should be referred to the police. The Headmaster must refer all allegations of pedophilia to the police, including those from the past, except where the alleged perpetrator is deceased.

Defamation

A person providing information about harm in good faith to a person who needs to know that information is generally excused from liability for defamation.

Promptness

All steps under the Policy should be carried out promptly. The School will keep the victim and the alleged perpetrator informed of progress.

Protection

The Headmaster will ensure that the following are undertaken in order to reduce the chance of abuse occurring:-

- Ensure that each staff member understands and fulfils their obligations under this Policy.
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from their previous employer.
- Ensure that each non-teaching staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.
- Ensure that each teaching staff member is a Registered Teacher.

Support

The School will provide support for the victim through professional counselling if it is requested, even if any allegation is not yet proved or disproved. The School will support the respondent to a complaint with professional counselling if it is requested until the matter has been resolved.

Interviews

There will be two representatives of the School present at interviews, where practical. In cases of allegations of serious harm it is best not to interview a student who is a child unless a properly qualified person conducts the interview.

Teachers

If a respondent to an allegation is a registered teacher, the School will give notification to the Board of Teacher Registration, if required to do so under the *Education (Teacher Registration) Act 1988* and the *Education and other Legislation (Student Protection) Amendment Act 2003*.

Public Relations

The Headmaster will ensure that the School is able to react quickly to allegations of harm so that accurate and relevant information is available for staff members, students and their families and for the media.

Police Action

It will usually be necessary to wait until the police have decided whether to charge the respondent before taking any internal disciplinary proceedings. If the police do charge the respondent, it will be necessary to wait until the charges have been dealt with in the courts before commencing internal enquiries or disciplinary proceedings. This does not preclude the Headmaster from seeking advice from police regarding the duty of care to existing students which may involve the standing down of a staff member during an investigation. The police are not required to inform the School about their investigation. Some of their material may be acquired under a Freedom of Information request when their work on the case is finished.

Insurer

The School will keep its insurer informed about developments.

Publication

The Headmaster will ensure that this policy is published:-

- on the College website
- to staff members in the Staff Handbook
- to each new staff member, on induction
- by reference to it in the school newsletter, at least twice each year
- by display on one noticeboard in the school
- on the Agenda of one Board of Directors' Meeting each year

Ormiston College

The Headmaster will ensure that a copy of the policy is always available from the school's administration.

Review

The School will ensure that this Policy is reviewed at least once every two years.

PART B - DEALING WITH ALLEGATIONS OF HARM

The following actions should be taken in any cases relating to harm or suspected harm against a child:

1. Record details of the allegations. Be careful not to taint the evidence of the student or the respondent.
2. Decide whether the allegation should be reported to authorities: see *Procedures for Reporting Harm*. If so, report it.
3. Provide details of the allegations to the respondent.
4. If there is unacceptable risk, stand down the respondent. In extreme cases, dismiss them summarily.
5. Offer counselling to the student and the respondent.
6. Inform the student's parents.
7. Inform the School's governing body.
8. Inform the School's insurers.
9. Investigate the allegations. Note: if the allegations have been reported to police, do not begin the investigations until the prosecution is complete and the police inform you they have decided not to charge the respondent.
10. Attend to public relations.
11. Take disciplinary action against the respondent if the circumstances require it.
12. Keep the student and the respondent informed as the matter proceeds.

PART C - PROCEDURES FOR REPORTING HARM

Staff members at Ormiston College are expected to reflect the highest standards of care in their behaviour towards and relationships with students.

Employees of Ormiston College must not under any circumstances engage in physical or emotional abuse or engage in sexual contact of any nature with a student of the school. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or caregivers. The age of the student is also irrelevant.

Failure to behave in an appropriate manner may result in criminal proceedings and/or disciplinary action, including dismissal.

The following Table outlines the procedures for reporting harm which will apply in Ormiston College.

Where a reference is made to **PROVIDING A WRITTEN REPORT** in the below procedures, the following matters are to be included in the written report:

1. name of the person giving the report (the 'first person');
2. the student's name and sex;
3. details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by an employee of the school;;
4. details of the abuse or suspected sexual abuse;

5. any of the following information of which the first person is aware:
- the student's age;
 - the identity of the employee who has abused, or is suspected to have abused the student;
 - the identity of anyone else who may have information about the abuse or suspected abuse.

PROCEDURES FOR REPORTING HARM	
SCOPE:	applies to: • harm of any student of this school who was under 18 years at the time the harm was caused; and • behaviour of a staff member that a student considers is inappropriate.
DEFINITION:	"harm":- • is any detrimental effect of a significant nature on a student's physical psychological or emotional well being, however caused • can be caused by - physical, psychological or emotional abuse or neglect; or - sexual abuse or exploitation.

ACTIONS REQUIRED:

Subject	If	Then
Reporting Harm (Accreditation Regulation s.10)	You as a student are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 at the time	report it to any staff member
	You are a staff member and you are aware or reasonably suspect that harm has been caused by anyone to a student of the school who was under 18 at the time	report it to the Headmaster or to the Head of School keep a written record of your actions
	You are:- the Headmaster or Head of School and you receive a report of harm or suspected harm to a student of the school; and you are aware of the harm having been caused or you reasonably suspect the harm to have been caused	report it to the police or the Department of Families keep a written record of your actions
Reporting Inappropriate Behaviour (Accreditation Regulation s.10)	you are a student and you wish to report behaviour by a staff member that you consider inappropriate	report the behaviour to The Headmaster, Head of School or Dean/Director of Students
	you, the Headmaster or Dean of Students receive the report under the preceding step <i>what about Head of School or Director of Students</i>	interview the student interview the staff member named in the report

Ormiston College

		interview any other person who may be able to provide useful information report your findings to the Headmaster, if you are the Dean of Students, with your recommendation for action to be taken as Headmaster take action on the basis of the report
Reporting Sexual Abuse Education (General Provisions) Act s.146B)	you are:- • a staff member; and • aware or you reasonably suspect that an employee of the school has sexually abused a student of the school who was under 18 at the time	give a written report about the abuse to the Headmaster or a member of the Board of Directors immediately contents of the written report are prescribed by regulation made under the Education (General Provisions) Act
	You, the Headmaster, receive a report under the preceding step	give a copy of the report to a police officer immediately

PART D – PREVENTING BULLYING

The school has a responsibility to ensure that the rights of its students are safeguarded. These include the right to a learning environment free from discrimination and harassment.

All schools must take reasonable steps to ensure that students learn in a safe, supportive and caring environment without fear of being bullied, discriminated against or harassed.

By definition bullying is repeated oppression, psychological or physical, of a less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination.

In any form bullying is not acceptable behaviour and results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim. Within the context of Ormiston College bullying is entirely contrary to the ideals of the school. In accordance with the school's Mission statement therefore this policy seeks to:

- develop in students respect and concern for others, of all races and creeds;
- develop in students an understanding that they must take responsibility for their own behaviour;
- develop in students critical and effective thinking and problem solving skills;
- develop in students life skills related to healthy life styles; and
- develop an environment that nurtures and promotes student self-esteem and self confidence.

Implementation

The following steps are a guide to dealing with reports of bullying.

1. If bullying is suspected or reported, the incident should be dealt with immediately by the member of staff who has been approached, to ensure the student's safety. It is **never** acceptable to turn a blind eye to bullying.

2. A clear account of the incident should be recorded and given to the Headmaster or delegate.
3. The Headmaster or delegate will then work through the school's anti-bullying policy (see The Personal Power Program below). *not attached*

Students

Students who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff of their choice;
- reassuring the student;
- offering continuous support; and
- providing encouragement to form and maintain friendships with non-bullying students.

Students who have bullied will be helped by:

- discussing what happened;
- discovering why the student became involved;
- establishing the wrong doing and the need to change; and
- enlisting the support of parents/caregivers to help change the behaviour and attitude of the student, where appropriate.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in assemblies and subject areas, in an attempt to eradicate such behaviour.

PART E – PREVENTING HARM TO STUDENTS FROM PEOPLE OUTSIDE OF THE SCHOOL

Over 85% of children are harmed by someone they know and trust – a parent, sibling, other relative, family friend or care provider. Employees should be aware of the physical, emotional and behavioural indicators of risk of student harm, and actual harm. These indicators are more significant if they are severe and/or consistent over time.

Indicators of harm

Physical abuse and excessive punishment

- student presents with bruises, burns or fractures at a frequency which is inconsistent with normal activity;
- students offer explanations for an injury which appear inconsistent with that injury;
- student or another person advise that he/she has been subjected to or threatened with physical harm;
- reluctance/refusal to participate in swimming or other activities where getting changed or wearing more revealing clothes may show signs of harm;
- excessive absenteeism.

Emotional abuse and/or deprivation

- poor peer relationships/withdrawn;
- inclined to seek adult company and/or students who are older or younger;
- avoiding going home on a regular basis;
- learning difficulties, including poor concentration;
- attention seeking behaviour such as stealing, lying, running away, disrupting classes repeatedly.

Physical neglect and/or inadequate supervision or care

- students appear underweight for age and body type;
- inadequate clothing;
- asking other students for food or money or not bringing food to school;
- excessive absences from school and/or high frequency of illness/infection;
- student often arrives at school early and/or leaves late.

Sexual abuse

- bruises, bite marks or other injuries to breasts, buttocks, arms, lower abdomen or thighs;
- bruises, scratches or other injuries not consistent with accidental injury;
- difficulty walking or sitting;
- persistent headaches or recurrent abdominal pain;
- unexplained pain in genital area;
- torn, stained or bloodied underwear;
- itching, soreness, discharge or unexplained bleeding;
- painful and recurrent urination;
- recurrent urinary tract infections;
- signs of sexually transmitted diseases;
- pregnancy in adolescents where the identity of the father is vague or secret.

Where an employee has concerns or is unsure whether or not observations should be cause for concern, it is mandatory that they report their concerns to the Headmaster/Head of School.

The Headmaster will contact the Department of Families to discuss, in the first instance, the fact there is a concern and to seek advice as to the appropriateness of formally reporting the matter.

If it is deemed, after this discussion, that further investigation is warranted, then the Headmaster, on behalf of the employee who made the original observation, will report the matter to the Queensland Police Service. Reporting to the police is mandatory where harm caused to a child indicates a criminal offence may have taken place, such as a sexual assault. At this time the employee concerned must be available to give a first hand account of the situation.

It should be noted that the role of the employee is not an investigative one. Staff must not undertake investigations beyond satisfying themselves that they have reasonable grounds to suspect that a student has been, or is at risk of harm. Neither the employee nor the Headmaster is obliged to obtain proof, establish the cause of harm or assess its severity.

Once a report has been made, the employee is not required to take further action, beyond the requirement to exercise a duty of care.

Evidence

The investigation of these matters is a complex and sensitive process. In the course of an investigation, officers from the child protection agencies may request permission to interview the student concerned. In most cases, in order to ensure the interests of the child are protected, the student may be interviewed before the matter is discussed with the parent/caregiver.

The responsibility for informing parents/caregivers of notifications and any interviews rests with the investigating child protection agency officers, not with the Headmaster. For this reason, any person making an inquiry or complaint concerning an investigation or an interview must be promptly referred to the Headmaster who will refer the enquirer to the appropriate department, with the explanation that it is the responsibility of that department to answer such inquiries or complaints.

Confidentiality

The identity of the person reporting the matter must not be revealed to any person or officer of any department without that person's consent.

Child protection agencies operate under strict laws of confidentiality. This means they do not divulge the identity of the person reporting the matter except to others requiring the information to perform duties under the *Child Protection Act 1999*, neither do they divulge information about their investigations to the person reporting the matter.

Section 22 of the Child Protection Act 1999 provides for the protection from civil liability for persons who, acting honestly, notify or give information about suspected harm to a child. It also states that merely because the person gives the notification, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct. Furthermore, Section 146B (5) of the *Education and Other Legislation (Student Protection) Act 2003* provides similar protection with respect to reports of sexual abuse.

Support for the Student

The school has a responsibility to offer a long-term, supportive environment for all students. The following are suggested as ways to support a student who may be in need of protection:

- Treat the student with respect and dignity.
- Be sensitive to the student's needs, feelings and concerns.
- Monitor the situation.
- Maintain confidentiality as far as is practicable.
- Immediately notify the Headmaster if, after the initial report, any further incidents of harm are suspected.

PART F – PREVENTING STUDENT SELF HARM

During their schooling, some students may be at risk of harming themselves. This harm may occur with or without suicidal intent; or may be symptomatic of, or associated with, a known medical condition or intellectual disability.

Self-harm with suicidal intent

Youth suicide rates in Australia are among the highest in the industrialised world. Common risk factors include:

- previous attempts at suicide (most powerful risk predictor);
- depression;
- drugs and alcohol abuse;
- conduct disorder;
- disruptive and unsupportive family background;
- relationship conflicts;
- poor coping skills;
- psychiatric illnesses;
- ready availability of lethal means to commit suicide;
- copycat behaviour after an incident of self-harm by another person.

Other risk factors include:

- recent bereavement;
- chronic physical illness;
- anniversary phenomenon (of past losses or major life events);
- early loss experiences;
- school failure;
- perfectionism and overachievement as a result of students having high expectations of themselves.

Threats of self-harm by a student should be taken seriously and reported to the Head of School and Headmaster immediately. It is much safer to be cautious and act on the concern, than to do nothing.

An employee who becomes aware of, or suspects, a student is experiencing significant psychological distress, should consult the Head of School for further advice and report the information to the Headmaster.

In the case of an acutely distressed student, the immediate safety of the child is paramount. An employee should ensure the immediate safety of the student, arrange for an adult to be with the student at all times and then report concerns to the Headmaster and the Head of School. Employees should note, that while it is important to support a student, they should be careful not to substitute support for professional help.

Following a report, the Head of School will meet with the distressed student, **on the day of the report**, to conduct an initial assessment and determine an appropriate course of action. In cases of serious concern, the Headmaster, or counsellor under the direction of the Headmaster, will notify the student's parents and make arrangements for access to professional assistance.

Self-harm without suicidal intent

Not all cases of self-harm relate to suicidal intent. Students may engage in a variety of high risk behaviours, such as alcohol/substance abuse; drug-taking; unsafe promiscuity; cutting/burning oneself.

All school employees are expected to act to prevent all high risk behaviours occurring within the school, and support any other interventions undertaken to reduce the risk of such behaviours occurring outside the school.

Employees who are aware that a student is engaging in, or is at risk of engaging in, high risk activities should consult with the Head of School for further advice and report their concerns to the Headmaster.

Following a report, the Headmaster will consult with the Head of School to determine what course of action should occur. Possible actions include:

- contacting parents
- arranging professional assistance
- consulting with the local office of the Department of Families
- contacting the police, where appropriate

Self-harm as a symptom of a medical condition or intellectual disability

Where it is known that a student has a propensity to engage in self harm that is symptomatic or associated with a known medical condition or intellectual disability, the Headmaster, in cooperation with other qualified school staff and external treating professionals (where applicable) will devise an individual program of management to prevent or reduce the likelihood of the student engaging in self-harm at school.

The program will complement any other management procedures adopted outside the school setting to address the self harm behaviour.

The program of management will be monitored on an on-going basis and modified as appropriate to maximise socially adaptive behaviour.