



CHANGING LIVES ONE AT A TIME

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# QLD Parent and Student Handbook 2022 - Version 3

## Table of Contents

<u>INFORMATION FOR PARENTS &amp; STUDENTS.....</u>	<u>3</u>
COLLEGE CONTACT DETAILS .....	4
2022 KEY DATES (QLD) .....	5
ABOUT ALTA-1 COLLEGE.....	6
ALTA-1 STATEMENT OF FAITH .....	7
ALTA-1 PRINCIPLES OF TEACHING AND LEARNING .....	8
ATTENDANCE .....	9
COLLEGE RULES .....	10
CURRICULUM .....	11
STUDENT CODE OF BEHAVIOUR.....	12
<u>COLLEGE POLICIES.....</u>	<u>13</u>
BEHAVIOUR MANAGEMENT POLICY .....	14
CHILD PROTECTION POLICY .....	17
COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS .....	25
COMPLAINTS PROCEDURE FOR STUDENTS .....	28
COMPLAINTS FLOWCHART .....	29
COMPLAINTS FORM.....	30
INFORMATION TECHNOLOGY STUDENT POLICY .....	31
MEDICATION AND COMMUNICABLE DISEASES.....	34
PRIVACY POLICY .....	41
SEXUAL HARASSMENT, ACTIVITY AND GROOMING POLICY .....	54
STUDENT ANTI-BULLYING POLICY .....	58
SUBSTANCE ABUSE POLICY .....	63
NATIONALLY CONSISTENT COLLECTION OF DATA (NCCD).....	64

# INFORMATION FOR PARENTS & STUDENTS

## COLLEGE CONTACT DETAILS

### **QLD Central Office:**

Phone: (07) 5301 8008

Email: [admin@alta-1.qld.edu.au](mailto:admin@alta-1.qld.edu.au)

Post: PO Box 388  
Caboolture, QLD, 4510

Address: Suites 12&14,  
42-44 King Street,  
Caboolture, QLD, 4510

## 2022 KEY DATES (QLD)

Listed are key dates for Parent and Students.  
Some dates/events may be subject to change.

Term 1 (31 Jan - 1 Apr)	Day	Date	Week
IEP/SET Plan Meetings for Term 4 2021 Transition Students	Fri	21 January	-2
Students Commencement Meetings - IEP / SET Plan Meetings	Mon - Tue	24-25 January	-1
Public Holiday - Australia Day	Wednesday	26 January	-1
Students commence / Return to School	Monday	31 January	1
Transition 1	Wednesday	2 February	1
Transition 2 - TBC	Wednesday	2 March	6
Students finish	Thursday	31 March	9
Student Led Interviews / Pupil Free Day	Friday	1 April	9

Term 2 (20 Apr - 17 Jun)	Day	Date	Week
Students commence / Return to School	Wednesday	20 April	1
IEP/SET Plan Meetings for Term 1 Transition Students	TBC	TBC	
Public Holiday - Anzac Day	Monday	25 April	2
Public Holiday - Labour Day	Monday	2 May	3
Camp - Caboolture Senior Campus - TBC	Wed - Fri	1-3 June	7
Sem 2 IEP / SET Plan Meetings - Pupil Free Days	TBC	TBC	
Students Finish	Friday	17 June	9
Semester 1 Reports Posted	Wednesday	22 June	10

Term 3 (12 Jul - 16 Sep)	Day	Date	Week
Students commence / Return to School	Tuesday	12 July	1
Public Holiday - EKKA	Monday	8 August	5
Student Free Days / Staff PD (in line with Qld Dept. of Ed)	Wed-Fri	31 August - 2 September	8
Student Led Interviews / Pupil Free Day	Friday	16 September	10
Students finish	Friday	16 September	10

Term 4 (5 Oct - 24 Nov)	Day	Date	Week
Public Holiday - Queen's Birthday	Monday	3 October	1
Students commence / Return to School	Wednesday	5 October	1
Semester 2 Reports Posted	Wednesday	23 November	8
End of Year Whole School Excursion	Wednesday	23 November	8
Awards Night	Thursday	24 November	8
Students finish	Thursday	24 November	8
Admin Office closes COB	Friday	16 December	11

## ABOUT ALTA-1 COLLEGE

Alta-1 College is a child safe school committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

The College is a multi-campus Christian school that provides an alternative education program designed to engage community resources and groups to train, support and equip students who are marginalized by mainstream education. By addressing their socio-emotional and spiritual needs in a supportive community setting, participants receive educational services and workplace learning options that can assist them achieve high school graduation as well as receive training from a vast number of sources, opening opportunities for employment and further education.

While most of our classes operate from church or community buildings, our home-based ConnectEd program serves students who have a diagnosed reason that makes class attendance impossible. Using the internet, phone and face to face contact, ConnectEd provides assistance to young people in working through social and emotional issues, as well as providing educational support.

The Alta-1 College educational program has a *recovery* as distinct from a *remedial* emphasis. It is designed to lead participants through a socio-emotional developmental process involving the following stages:

- **Belonging.** The student is integrated into a caring community that allows him/her to become connected.
- **Healing.** The units of study facilitate a process whereby the student needs to face the issues that are impeding his/her personal development.
- **Restoration.** The student has the opportunity to re-build his/her life and become a better person.
- **Identity Formation.** The student develops a new understanding of his/her self-worth and relationship to family, church and the wider community.
- **Purpose-Driven.** The adoption of a beliefs and values system and the development of identity provide reasons and motivation to engage in life.

While students are never forced to adopt a particular belief and value system, the Alta-1 program is delivered from a predominantly Christian perspective. Consequently, all Alta-1 staff members are committed Christians, living lives consistent with their faith, having a passion for and commitment to seeing broken young lives transformed through the vehicle of education.

Alta-1 College is a member school of Christian Schools Australia (CSA), Associated Christian Schools (ACS) and the Independent Schools Queensland (ISQ).

We are pleased to extend a welcome to you as part of our learning community.

## ALTA-1 STATEMENT OF FAITH

- a) We are committed to a journey that will practise Jesus' priority to demonstrate God's Kingdom here on earth through both practical and supernatural means. (Acts 10:38)
- b) We are committed to a journey that will practise the value that people matter to God. (John 3:16)
- c) We are committed to a journey that will practise a Gospel that is seen and proven by showing justice and kindness towards 'the least of these', 'the poor & broken', through practical means. (Mat 25:35-40)
- d) We are committed to a journey that will practise the restoration of all things, the reconciliation of humanity through Jesus Christ and the redemption of the earth. (Acts 3:21; Rev 21:5)
- e) We are committed to a journey that will practise the value of Jesus' church, the gathering of disciples, the sharing of our lives. (Heb 10:25)
- f) We are committed to a journey that will practise the equipping of the saints, the making of disciples, the teaching and preaching of the Word of God in our communities of faith. (Eph 4:8-16)
- g) We are committed to a life's practice that bears witness of God's plan to Redeem, Transform, Empower and Influence people in every area of life through the power and work of the Holy Spirit. (Acts 1:8)

## ALTA-1 PRINCIPLES OF TEACHING AND LEARNING

- Alta-1 implements a recovery based social/emotional model of teaching in which students are challenged and supported to confront the need for personal change. The majority of the curriculum that the students are engaged with and the methods by which staff interact with students are based on the therapeutic model developed by the Alta-1 Senior Psychologist.
- Alta-1 endorses a firm but friendly style of discipline. This ensures that relationships are built, successes are celebrated, and boundaries are clear. Students are confronted with the reality that choices have consequences.
- Alta-1 encourages a relational teaching style, whereby teachers are not just actively involved with the academic progress of students but also with their social/emotional wellbeing.
- Alta-1 promotes a supportive environment that values student centred teaching where the needs, backgrounds, perspectives and interests of students are reflected in the learning program. We believe that this approach to teaching eliminates frustration for both the teacher and the student and in turn fosters a culture of achievement and success.
- Alta-1 requires teachers to model through their deportment in the classroom the biblical Christian values, positive attitudes and ethical behaviours which we challenge our students to embrace.



## **ATTENDANCE**

For most young people, attendance at school is a legal requirement. Likewise, schools are obliged to keep accurate records of student attendance and absences.

Consequently, if a student is going to be absent on any occasion the school needs to be advised by telephone, text message or email by 9:30am on the day. Contact can be made either with the relevant campus or central administration. Alternatively, a note from parent/guardian explaining the absence can be presented to the teacher on the day that attendance is resumed.

## COLLEGE RULES

- Alta-1 College is in essence a relationship-based school. As such, rules are intentionally kept to a minimum. The following, however, are those considered necessary to facilitate the care of one another and achieve Alta-1 goals.
- Bullying, including cyber bullying, will not be tolerated.
- Illegal and recreational drugs, including alcohol, may never be brought onto school premises.
- Clothing is to be modest and non-revealing. Items of clothing displaying offensive language and/or symbols such as profanity, blasphemy, drug references, sexual connotations and racist slurs are not to be worn.
- Music may be allowed if deemed appropriate by the teacher at the time but students must have head phones. (This is to prevent too much extra noise.)
- Students bring mobile devices to school at their own risk. Mobile phones must be switched to silent mode during class times, and placed in the designated lockbox at the start of the school day. Mobiles are not allowed to be used by students during the school day except at the explicit permission of the teacher.
- Use of offensive language will incur a consequence.
- No student is permitted to leave the school grounds without staff member consent.
- Students who have their driver's licence are not permitted to have other students in their vehicle unless written permission is given by parents/guardians of both parties.
- Students who drive vehicles to school must submit the ignition keys to their teacher on arrival. The keys will be returned at the conclusion of the school day.
- Computers, including those with internet access, are provided for school-based educational purposes only. Misuse of this privilege will result in access being withdrawn.

The most important requirements, however, are these:

- An expressed desire and willingness for change.
- Commitment to regular attendance.
- A preparedness to undergo medically supervised testing for illegal substances if and/or when required by an Alta-1 teacher or the Principal.

## CURRICULUM

Alta-1 is a school specializing in recovery education. The Alta-1 program is designed to be effective only when individual students desire personal change and choose to positively engage with the whole offering of the College.

For students who fit within these parameters, the Alta-1 Senior School Curriculum is structured to meet three broad goals:

1. To enable students to achieve access to education through to school graduation, with entry to TAFE or other tertiary institutions, so that they can live productive lives as contributors to Australian society.
2. To assist students to address personal issues that hinder emotional, social, behavioural and educational development.
3. To provide the opportunity for students to evaluate various belief and value systems, making decisions that give them purpose and direction for their lives.

Whilst the curriculum is delivered in an alternative way, there are still two distinct stages comprised of Years 11 and 12.

### Stage 1: Year 11

There is no specific time limit on completion of this phase of the course, but there is an expectation that it would be completed inside two years. The course includes:

- Queensland Curriculum and Assessment Authority (QCAA) Short Courses
  - Short Course in Literacy
  - Short Course in Numeracy
- QCAA Applied Subjects
  - Essential English
  - Essential Mathematics
  - Religion and Ethics
- QCAA Recognised Studies
  - Personal Recovery and Community Building Course
  - Duke of Edinburgh International Award
- VET Courses
  - Cert II FSK 20119 - Skills for Work and Vocational Pathways
  - TAFE @ Schools options
- Workplace Learning

### Stage 2: Year 12

When participants are ready and capable, they are able to complete (ideally in one calendar year), leading to further training or a bridging course to a number of universities. They are placed on a program that is comprised of:

- QCAA Applied Subjects
  - Essential English
  - Essential Mathematics
  - Religion and Ethics

## STUDENT CODE OF BEHAVIOUR

The following Code will be expected to be signed at enrolment by both student and parent/guardian:

This code provides a framework within which Alta-1 College students can develop, as part of their journey of personal recovery, behaviours that will prepare them for life and employment within the wider community. This code outlines the behavioural expectations of students at school, travelling to and from school and when attending school events and excursions.

Students are expected to:

- Demonstrate a commitment and willingness to change
- Commit to regular school attendance
- Engage with all aspects of the Alta-1 program and curriculum
- Obey all campus and classroom rules
- Follow the directions and instructions of all college staff
- Show courtesy and respect to all members of the college community
- Consider the safety and welfare of themselves and others
- Act and work co-operatively with others
- Resolve conflict respectfully, calmly and fairly
- Not bully, harass, intimidate, put down or discriminate against anyone at school
- Respect the property of the college and others
- Never bring weapons, illegal recreational drugs or alcohol to school
- Refrain from using offensive language
- Wear modest clothing that does not display offensive symbols or language

# COLLEGE POLICIES

# **BEHAVIOUR MANAGEMENT POLICY**

## **Rationale**

The purpose of this Behaviour Management Policy is to facilitate practices that help create and maintain an orderly and respectful learning environment. Alta-1 staff members will use their own methods to deal with minor breaches within the program. If minor breaches continue, or there is deliberate defiance or disobedience, the staff member will initiate the Behaviour Management System.

## **Principles**

1. The underlying values of the Alta-1 Behaviour Management System are that classroom management must be:
  - Fair
  - Firm
  - Friendly
2. There must be appropriate consequences for non-compliance with a reasonable request from an Alta-1 staff member.
3. Alta-1 College specifically prohibits the use by its staff members of any form of child abuse, corporal punishment or other form of punishment likely to degrade when enacting such consequences.

## **Procedures**

The Alta-1 Behaviour Management System entails:

- That an initial verbal warning be given and measures taken to help the student manage the issue.
- Continuing misbehaviour will result in the student being withdrawn to a private place to discuss the behaviour with a staff member and to be issued a final warning.
- If the student does not respond and take responsibility for his/her behaviour or deliberately sabotages the efforts to assist change, he/she will be placed into isolation and the parent contacted to remove the student.
- Teacher will complete a report on SEQTA or, if unavailable, an Unacceptable Behaviour Form (UBF).

Upon receipt of the first SEQTA report (or UBF), the student enters the Alta-1 Discipline System which escalates through the following levels:

### Step 1

At this level the student receives, where possible, a one day out of school suspension. Parents and relevant support agencies are contacted, informed of the situation and asked to bring the child in for a re-engagement interview, at a negotiated time. Following suspension, the student is not to return to school until the re-engagement interview takes place. A contract is then completed specifying the nature of the infringement, targets for the student to address and a review timeframe developed.

If a student acts in an inappropriate way not listed in the contract then the above process is enacted again.

If a student is acting in a way that is likely to breach their contract, all reasonable reminders and steps need to be taken to assist the student in their personal behaviour management. **If then a student breaches their contract they move up to the next level.**

### Step 2

A case meeting is convened to discuss the individual case. The discussion to make clear:

- Is the student making change in any area outlined in the Contract; personal life or academic studies?
- Is the student's presence in the program impacting on the group in a positive or negative manner?
- How many times has the above cycle been repeated and is another attempt at addressing the issue in the current context/situation, in the student's best interest?
- Are there any steps that will help the student? Eg changing peer groups, different work experience days.

### Step 3

If the student is making change then a step 1 contract will be set in motion and the whole process re-engaged with.

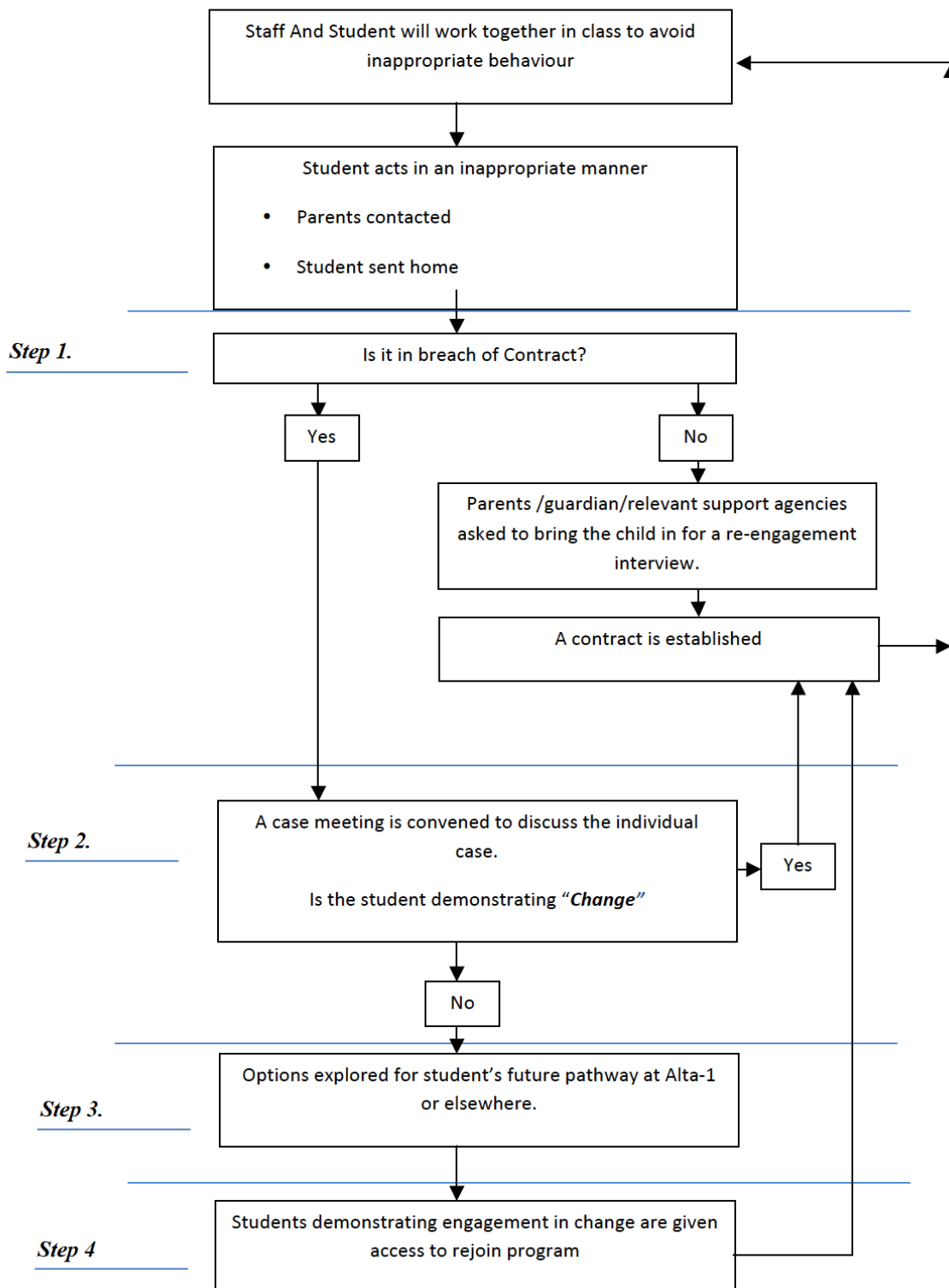
If a student is not engaging in "change" then options need to be explored that assist the student in his/her future pathway. Options may include changing sites, re-entering a transition group, looking at different education providers.

If a student is unwilling to engage in the process of self-change, he/she could be asked to seek an alternative education provider.

### Step 4

When a student who has reached this step can demonstrate a willingness to take ownership for change in his/her life, then he/she may be given access to the program again.

*Behaviour Management Flow Chart*



**Appendices**

- Unacceptable Behaviour Form



## CHILD PROTECTION POLICY

<b>Purpose:</b>	The purpose of this policy is to provide written processes about - (a) how the college will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the college's staff and students to comply with accreditation requirements.	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Alta-1 College QLD and covers information about the reporting of harm and abuse.	
<b>Status:</b>	Authorised for internal use only (pending Board approval)	<b>Supersedes:</b> All Previous Child Protection Policies
<b>Authorised by:</b>	Principal in collaboration with Alta-1 College QLD Board	<b>Date of Authorisation:</b> 21 September 2021
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</a></li> <li>• <a href="#">Criminal Code Act 1899</a></li> <li>• <a href="#">Online Child Safety Report</a></li> <li>• <a href="#">Queensland Child Protection Guide (CPG)</a></li> <li>• <a href="#">Fact Sheet - Changes to the Criminal Code</a></li> <li>• <a href="#">Fact Sheet - Child Protection Reporting by Legislation</a></li> </ul>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Alta-1 College QLD Complaints Handling Policy and Procedure</li> <li>• Alta-1 College QLD Child and Youth Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld))</li> <li>• Alta-1 College QLD Occupational Safety and Health Policy (for the <i>Work Health and Safety Act 2011</i> (Qld))</li> <li>• Mandatory Report Form - Report of Suspected Harm or Sexual Abuse</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> September 2022
<b>Policy Owner:</b>	Alta-1 College QLD	

## Definitions

- **Section 9 of the *Child Protection Act 1999* - "Harm"**, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
  1. It is immaterial how the harm is caused.
  2. Harm can be caused by–
    - a) physical, psychological or emotional abuse or neglect; or
    - b) sexual abuse or exploitation.
  3. Harm can be caused by–
    - a) a single act, omission or circumstance; or
    - b) a series or combination of acts, omissions or circumstances.
- **Section 10 of the *Child Protection Act 1999* - A "child in need of protection"** is a child who–
  - a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
  - b) does not have a parent/ guardian able and willing to protect the child from the harm.
- **Section 364 of the *Education (General Provisions) Act 2006* - "Sexual abuse"**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –
  - (a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person
  - (b) the relevant person has less power than the other person
  - (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

## Health and Safety

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

## Responding to Reports of Harm

When the college receives any information alleging 'harm'<sup>1</sup> to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the college's Child and Youth Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy<sup>2</sup>.

<sup>1</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

<sup>2</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

## Immediate Response to Reports of Harm

If a staff member, contractor, volunteer, or person undertaking work experience/ vocational placement discovers the alleged abuse or harm through a disclosure from the child, whether the abuse occurred during the child's enrolment at Alta-1 College or otherwise, they must follow these guidelines in addition to the outlined procedures:

- Believe the young person
- Reassure the young person that telling you was the right thing to do
- Offer support and comfort
- Do not make promises you cannot keep (e.g., not telling anybody about it)
- Maintain confidentiality - divulge information on a 'need to know' basis
- Follow the Child Protection Policy and the procedures contained in it. If uncertain, talk to the principal.

Some things NOT to do:

- Do not probe or investigate further - this can adversely impact an investigation
- Do not inform or confront the alleged perpetrator
- Do not promise not to tell anyone

## Conduct of Staff and Students

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

## Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to<sup>4</sup>: -

- Kay Oswin - Senior Teacher at the Caboolture Campus (in the case that the report relates to Caboolture Campus staff). Email: [kay.oswin@alta-1.qld.edu.au](mailto:kay.oswin@alta-1.qld.edu.au)
- Michelle Ferguson - ConnectEd Program Teacher (in the case that the report relates to ConnectEd staff). Email: [michelle.ferguson@alta-1.qld.edu.au](mailto:michelle.ferguson@alta-1.qld.edu.au)
- Matthew Vandeppeer, Principal (in the case that it would not be possible or appropriate to go to the staff listed above). Email: [matthew.vandeppeer@alta-1.qld.edu.au](mailto:matthew.vandeppeer@alta-1.qld.edu.au)
- Glenn Bergsma, Alta-1 College QLD Board Chair (in the case that the report relates to the Principal). Email: [chairman@alta-1.wa.edu.au](mailto:chairman@alta-1.wa.edu.au)

## Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the College Principal. Where the College Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the College board<sup>5</sup>. Reports will be dealt with under the college's Complaints Handling Policy.

<sup>3</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

<sup>4</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)

<sup>5</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

## Reporting Sexual Abuse<sup>6</sup>

Section 366 of the *Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the college, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the college;
- b) a person with a disability who, under section 420(2) of the *Education (General Provisions) Act 2006*, is being provided with special education at the college;

then the staff member must give a written report about the abuse or suspected abuse to the College Principal or to the College Board Chair immediately.

The College Principal or the director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the College Principal, the College Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to the College Board Chair immediately.

A report under this section 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 another person;
- 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 person 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<sup>7</sup>.

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<sup>6</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

<sup>7</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68*

## Reporting Likely Sexual Abuse <sup>8</sup>

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the college, that any of the following is likely to be sexually abused by another person: -

- a) a student under 18 years attending the college;
- b) a person with a disability who, under section 420(2) of the *Education (General Provisions) Act 2006*, is being provided with special education at the college;

then the staff member must give a written report about the suspicion to the College Principal or to the College Board Chair immediately.

The College Principal or the director must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the College Principal, the College Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to the College Board Chair immediately.

A report under this section 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 reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware: -
  - i. the student's age;
  - ii. the identity of the person who is suspected to be likely to sexually abuse the student;
  - iii. the identity of anyone else who may have information about suspected likelihood of abuse<sup>9</sup>.

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<sup>8</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

<sup>9</sup> *Education (General Provisions) Regulation 2017 (Qld) s.69*

## Reporting Physical and Sexual Abuse 10

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an early education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

A **reportable suspicion** about a child is a reasonable suspicion that the child: -

- a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- b) may not have a parent/ guardian able and willing to protect the child from the harm.

The doctor, nurse, teacher or early education and care professional must give a written report to the Chief Executive of the Department of Child Safety, Youth and Women (or other department administering the *Child Protection Act 1999*). The doctor, nurse, teacher or early education and care professional should give a copy of the report to the College Principal.

A report under this section must include the following particulars: -

- a) the child's name and sex;
- b) the child's age;
- c) details of how to contact the child;
- d) details of the harm to which the reportable suspicion relates;
- e) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates<sup>11</sup>.

### Child Safety Regional Intake Service

- North Coast (Caboolture): 1300 705 201 or 1300 703 921 (Mon-Fri 9am-5pm)
- Brisbane (Alderley): 1300 705 339 or 1300 682 254 (Mon-Fri 9am-5pm)
- After Hours (QLD): 1800 177 135

<sup>10</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)

<sup>11</sup> See *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"*

## Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
<b>All staff</b>	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
<b>Teacher</b>	Sexual and physical	Significant harm Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
<b>All staff</b>	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
<b>All staff</b>	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
<b>Principal</b>	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
<b>Any member of the public</b>	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A
<b>Any adult</b>	A child sexual offence against a child by another adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

CPA - Child Protection Act 1999 (Qld); EGPA - Education (General Provisions) Act 2006 (Qld)

## **Awareness**

Alta-1 College QLD will inform staff, students and parents/ guardians of its processes relating to the health, safety, and conduct of staff and students in communications to them and it will publish these processes on its website<sup>12</sup>.

## **Accessibility of Processes**

Processes relating to the health, safety, and conduct of staff and students are accessible on the school website and will be available on request from the school administration<sup>13</sup>.

The college will publish the Child Protection Policy on its website as well as in the Parent Handbook and provide relevant staff induction.

## **Training**

Alta-1 College QLD will train its staff in processes relating to the health, safety, and conduct of staff and students on their induction and will refresh training annually<sup>14</sup>.

A training register will be kept in relation to staff induction, annual training, and as appropriate, minutes from meetings relating to the child protection practices will be maintained.

## **Implementing the Processes**

Alta-1 College QLD will ensure it is implementing processes relating to the health, safety, and conduct of staff and students by auditing compliance with the processes annually<sup>15</sup>.

## **Complaints Procedure**

Suggestions of non-compliance with the college's processes may be submitted as complaints under the Alta-1 College QLD Complaints Handling Policy & Procedure<sup>16</sup>.

**Note:** Reporting under this policy fulfills the obligations for reporting a child sexual offence that is being or has been committed against a child by an adult under the *Criminal Code Act 1899* s.229BC<sup>17</sup>.

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<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

<sup>13</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

<sup>14</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

<sup>15</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

<sup>16</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

<sup>17</sup> *Criminal Code Act 1899 (Qld) s.229BC(4)(b)*



## COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

Alta-1 College welcomes suggestions and comments from parents/guardians and takes seriously complaints and concerns that may be raised.

**A complaint will be treated as an expression of genuine dissatisfaction that needs a response.**

A complaint may be made if a parent/guardian thinks that the college has:

- Done something wrong
- Failed to do something it should have done, or
- Acted unfairly, unjustly or improperly

A complaint may be made about the college as a whole, about a specific site or about an individual staff member.

It is Alta-1's intent that complaints made by parents will be treated with respect and confidentiality.

### **"How should I complain?"**

Try to resolve any problems yourself with those directly involved. If it is impossible to resolve the conflict, then seek assistance. Take the initiative in talking to those involved. Don't wait for them to come to you.

Members of staff will endeavour to help. They may be able to sort things out quickly with a minimum of fuss. When you contact the college, ask to speak with the person most closely concerned with the issue e.g. Campus Teacher. Be as clear as possible about what is troubling you.

However, you may prefer to take the matter to a more senior member of staff, including the Principal.

### **"I don't want to complain as such, but something is bothering me"**

The college is here for you and your child and we want to hear your views and ideas. Contact a member of staff as described above.

**“I am not sure whether to complain or not”**

If as a parent/guardian you have concerns, you are entitled to raise them. If in doubt you should contact Alta-1 as we are here to help.

**“What will happen next?”**

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five working days to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

**“What happens about confidentiality?”**

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the Alta-1 Board may also need to be informed. It is the college’s intent that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the college aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child’s safety was at risk, mandatory reporting is required or it becomes necessary to refer matters to the police.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the college.

**“What if I am not satisfied with the outcome?”**

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the Alta-1 Board. Alternatively, you may wish to write directly to the Chairman. The Chairman will call for a full report from the Principal and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to a meeting. You may wish to be supported by a friend.

If the meeting does not bring about a resolution, the matter would be referred to the full Alta-1 Board. The Board will look at the issues in an impartial and confidential manner. If you are still unhappy you can request a meeting with an independent mediator.

## COMPLAINTS PROCEDURE FOR STUDENTS

**If you are attending Alta-1 College and you are unhappy about something, then you have the right to raise a concern. To do that you need to contact us so that we can try to put things right as soon as possible.**

Here are some steps to follow if you'd like to make a complaint:

### 1. Talk to someone

The first step in sorting out a problem is to tell someone you know. Most of your problems can be sorted out once they have been shared.

**You can talk to any staff member at Alta-1 or if you'd prefer you can speak directly to the Principal, Mr Matthew Vandeppeer.** He can help with your issue. His number is 0431 416 488 or email [matt.v@alta-1.qld.edu.au](mailto:matt.v@alta-1.qld.edu.au) or you can see him in person.

We will take your complaint seriously. You may contact us in any way you choose. You have a right to complain in the best way for you: by phone or face to face, text or by email.

Remember that at any time you can have someone you trust to help you make the complaint.

Alta-1 expects staff at all times to conduct themselves in a way that creates an environment of respect, safety and care. If you feel a staff member is not behaving in this way, please share this with another staff member or the Principal.

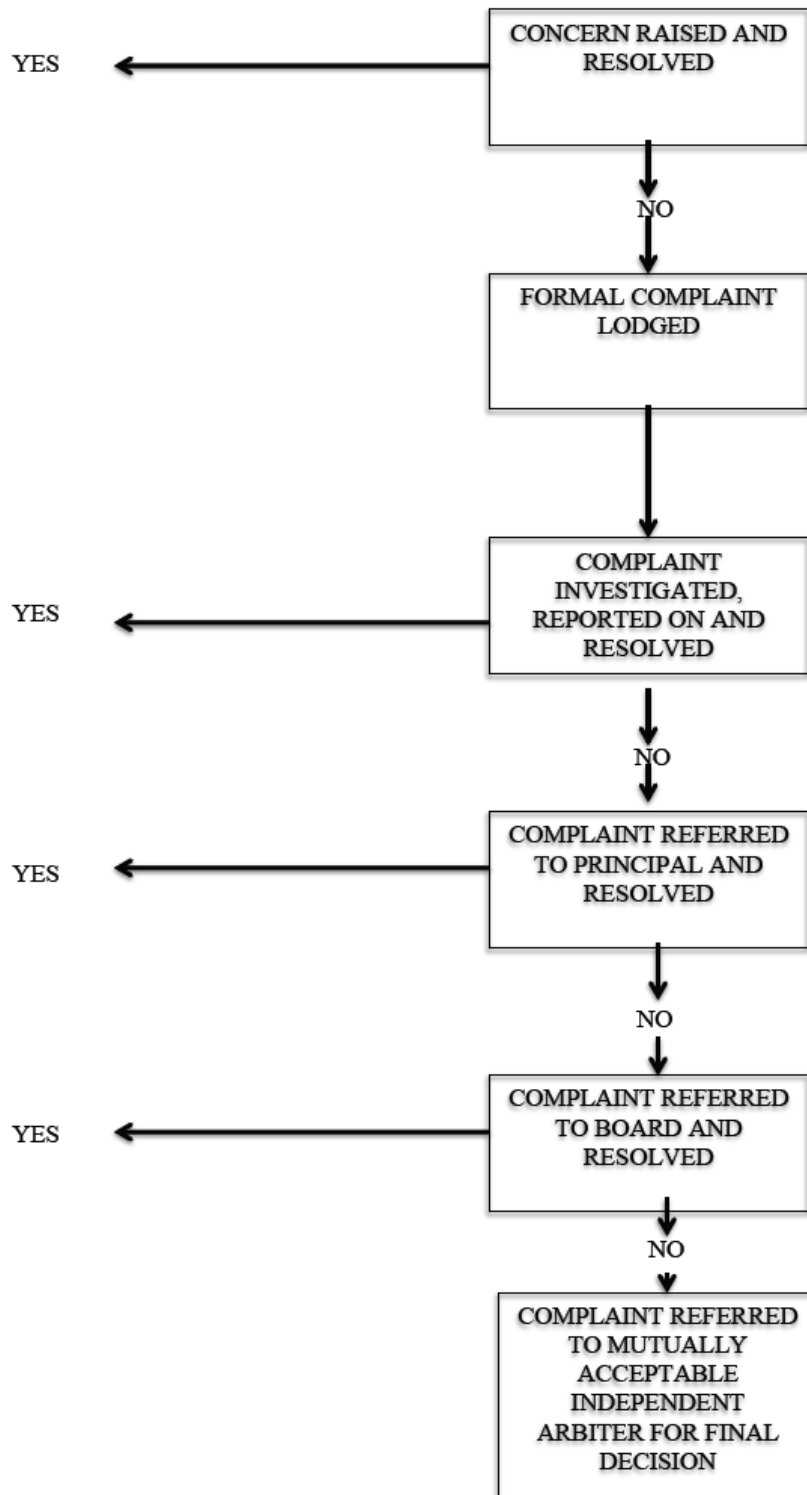
Once you share your complaint with a staff member, s/he is required to talk with you about the best way to resolve the issue. The staff member will then make sure something happens to resolve the problem. That might mean talking with other staff or the Principal. If you are worried about confidentiality talk it over with the staff member so s/he can let you know exactly who will need to know about the complaint.

If you feel the staff member has not resolved the issue to your satisfaction, you can contact the Principal.

### 2. Tell the Board Chairperson

If you're not happy about the way your complaint has been dealt with or if you feel you can't speak with a staff member or Principal, you have the right to tell the Alta-1 College board Chairperson. His name is Glenn Bergsma and you can contact him via on email: [Chairman@alta-1.qld.edu.au](mailto:Chairman@alta-1.qld.edu.au). Glenn will discuss your complaint with you and then discuss how the matter can be resolved to your satisfaction.

## COMPLAINTS FLOWCHART



## COMPLAINTS FORM

Name of complainant: \_\_\_\_\_ Contact details: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolved:             Yes             No

Referral to: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Final Resolution     Yes             No            Date: \_\_\_\_\_

## **INFORMATION TECHNOLOGY STUDENT POLICY**

### **Rationale**

The Alta-1 College network has been established for educational purposes which include access to the Internet and Email. The network exists for the purpose of supporting the education of students and to enable staff to provide an Information Technology rich learning environment, as well as running the business operations of Alta-1 College. The use of the network by students is to be related to classroom activities, assignments, and research.

### **Principles**

1. The network is provided for educational and administrative purposes.
2. Objectionable, offensive and pornographic material is neither to be transmitted nor received via the network.
3. Any infringement of the policies in this document will result in removal of access to the network and possible disciplinary action taken by the college.

## Procedures

### **Internet:**

Internet access is provided to students to access educational and research information. The college's internet connection has in place a secure firewall and content filters on email and website access. However, even with these filters in place, objectionable material may inadvertently slip through. In such an event, students are expected to demonstrate responsibility by immediately closing the inappropriate material and/or shutting down the computer and informing a teacher of what has occurred.

Attempting to bypass the content filter through the use of an anonymous proxy website is in violation of this policy. Students who do so will have their user account immediately suspended. If a required site is blocked by the filter students are to ask their teachers to put a request in to have the required site unblocked for student use.

### **Online Communication:**

Students are responsible for maintaining a high level of common sense when communicating online. "Online communication" may include email messages, forums, instant messaging, social networks, blogs and personal web pages. Online communication is replicable and can be traced, forwarded or copied. Therefore any communication made through the college network can be traced back to the college and is inherently associated with Alta-1. Inappropriate language is not to be used at any time. Any communication about an Alta-1 student, staff member, or the college itself that is impolite or abusive, or may be construed as demeaning, harassing, provocative, or threatening is not permitted and may result in disciplinary action taken by the college.

### **Email:**

Staff and students are provided with an Alta-1 Office 365 account. This account can be used for communication with teachers and other students as well as family and friends for purposes relating to education. Students will need to ensure, before they exit the college, that they backup any data they wish to keep from their email onto their own removable storage. This needs to be done in consultation with the teacher.

### **Storage:**

Students may be provided with access to personal storage space on Office 365. This space is limited in size. Only education related content is permitted. Content not permitted includes all non-college related content such as music, games and images not related to college work, as well as programs and utilities, inappropriate content, or content of possible malicious nature. Spot checks can and will be taken to ensure that such content is not present and if found such content will be removed.



### **User Accounts and Passwords:**

It is a student's responsibility to keep their account safe. Passwords should be kept a secret and not shared with anyone else. Students must not let other people log on using their account. All actions taken through a student's user account or email account will be interpreted as actions performed by that student.

Students must not attempt to access another person's user account or email account or personal files, or pretend to be someone else.

### **Security and Monitoring:**

The college network has in place security policies, access restrictions, and content filtering to protect both the users of the network (students and staff) and the college's network assets including all hardware and software. Students must not attempt to breach the network's security or attempt to circumvent the system in any way, nor should they take any action which disrupts the normal operations of the network.

### **General Guidelines:**

Students agree that they are not to engage in plagiarism e.g. copy material from the internet without acknowledging its source. Students must obey copyright laws.

Students must not divulge personal or other information of any kind that could put anyone at risk, including themselves.

Student internet and email accounts will be deleted at the end of the following academic year after exit from Alta-1 College.

### **Related Documents**

- Students Using Mobile Phones Policy
- Social Media and ICT Acceptable Use Agreement

## **MEDICATION AND COMMUNICABLE DISEASES**

Staff cannot administer medication without express parental request and permission, and will never take responsibility for the administration of any medication by injection. If students are on antibiotics or other medication they should remain at home until the course of medication is finished. The best place for students who are unwell is at home. Students should not have medication of any kind in their bags.

At the time of enrolment, through the enrolment form, the College is to be informed of any medical issues or particular needs of each student.

When a need is identified (e.g. asthma, allergy), the parent/guardian is to present the school with a specific management plan, usually developed in consultation with a medical practitioner. The plan will be communicated to all relevant staff and a copy displayed at the relevant campus.

Parents of students who are on any other regular preventative medicine need to discuss the management of their child's needs with the campus teacher.

### **Administration of Medication Policy**

Alta-1 College Qld is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In order to ensure that students have this access to a reasonable standard of support, a request for school staff to administer medication during school hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

Alta-1 College Qld is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

#### **Documentation**

In the case of all routine and emergency medication, both prescription and non-prescription, Alta-1 College Qld requires parents to provide documentation of the medication required to be administered at the school from the prescribing medical practitioner.

For all non-routine medication, both prescription and non-prescription, Alta-1 College Qld also requires documentation from parents requesting the school to administer the medication. In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Alta-1 College Qld requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.

Alta-1 College Qld will keep the following records as outlined in the Alta-1 College Qld Administration of Medication Procedure:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication
- Individual student health, action or emergency plans, as required<sup>18</sup>

Alta-1 College Qld will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principles*.

### **Administering medication**

Alta-1 College Qld follows the “Five Rights” of medication administration as outlined in the Alta-1 College Qld Administration of Medication Procedure:

- Right person
- Right drug
- Right dose
- Right time
- Right route

### **Storing medication**

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the Alta-1 College Qld Administration of Medication Procedure.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff, as outlined in the Alta-1 College Qld Administration of Medication Procedure.

### **Expired medication**

It is the parents’ responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents should be notified. Expired medication must not be administered.

### **Staff training**

Alta-1 College Qld will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.

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<sup>18</sup> As of 1 March 2017 individual student health plans are required for administering Medicinal Cannabis using the Queensland Health [Medicinal Cannabis Management Plan](#) template. You are also required to notify Queensland Health via a [Notification of Medicinal Cannabis Management Plan](#).

## **Self-administration of medication by students**

Self-administration may apply to students who are assessed by their parents and medical practitioner as capable and as approved by the Principal as appropriate.

### **Definitions**

- **Prescription medication** - prescribed by a medical practitioner
- **Non-prescription medication** - over-the-counter medications available without a prescription
- **Routine medication** - long-term medication administered on a regular basis
- **Non-routine medication** - medication administered on a short-term basis only
- **Emergency medication** - administered in the case of an emergency only

Examples may include:

- Prescription/routine: insulin
- Prescription /non-routine: antibiotics
- Prescription/emergency: EpiPen
- Non-prescription/routine: anti-inflammatories
- Non-prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

## **Responsibilities**

### **School Responsibilities**

Alta-1 College Qld acknowledges its responsibility to:

- Administer medication to students in line with this Policy (and the related Procedures) to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when appropriate and approved
- Keep appropriate records
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plan

### **Staff Responsibilities**

At Alta-1 College Qld employees have a responsibility when administering medication to:

- Attend any training required by Alta-1 College to enable them to safely administer medication
- Administer medication in line with this Policy and any other related Procedures.

### **Parent Responsibilities**

At Alta-1 College Qld parents have a responsibility to:

- Act in line with this Policy and any other related Procedures
- Submit the appropriate documentation when requesting the school to administer medication to their child
- Submit any other medical information or records required by the school to administer medication to their child
- Ensure that the medication provided to the school to administer to their child is within its expiry date

### **Students Responsibilities**

At Alta-1 College Qld students have a responsibility to:

- Act in line with this Policy and any other related Procedures
- Allow employees to safely administer medication to them, including swallowing any oral medication

### **Compliance and Monitoring**

Alta-1 College Qld endeavours to keep and store the following records:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication should be kept for at least two years, including:
  - The name of the person the medication was administered to
  - The name of the person who administered the dose
  - The date of administration
  - The time of administration
  - The dose of administered
- Individual student health, action or emergency plans, as required

The following is some useful information relating to common ailments:

### CHICKEN POX

**Transmission:** Airborne or droplet infection; direct contact with the fluid from a vesicle of an infected person. Once the scabs are dry they are no longer infectious.

**Incubation Period:** 13 to 17 days.

**Period of communicability:** From 2 days before rash until all blisters have crusted.

**Exclusion:** Exclude until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.

**Contacts:** Any student with an immune deficiency (e.g. leukemia); or receiving chemotherapy, should be excluded for their own protection.

### CONJUNCTIVITIS

**Transmission:** Direct or indirect contact with secretion from infected eyes.

**Incubation Period:** 1 to 3 days.

**Period of communicability:** While eye discharge is present.

**Exclusion:** Exclude until discharge from eyes has ceased. **Contacts:** Not excluded.

### DIARRHOEA, e.g. *Campylobacter*, *Giardia*, *Rotavirus*, *Salmonella*, *Shigella*

**Transmission:** Many modes of transmission, depending on causative organism, usually through contaminated hands, food or drink.

**Incubation Period:** Hours to days.

**Period of Communicability:** Days to weeks.

**Exclusion:** Exclude until diarrhoea has ceased. **Contacts:** Not excluded.

### HEAD LICE

Head lice are extremely contagious. If a student is found to have head lice or nits, a parent or guardian will be contacted to pick the student up from school.

**Transmission:** Close contact with an infected person

**Incubation Period:** The eggs usually hatch in 7 to 10 days. Once hatched the lice are capable of laying eggs in 10 days.

**Period of Communicability:** Until lice and nits (eggs) are destroyed. **Exclusion:** Exclude until treatment has commenced. **Contacts:** Not excluded.

### IMPETIGO (SCHOOL SORES)

**Transmission:** Direct contact with an infected person.

**Incubation Period:** 1 to 3 days.

**Period of Communicability:** Until sores are healed.

**Exclusion:** Exclude until treatment has commenced. Sores on exposed surfaces may be covered with a dressing. **Contacts:** Not excluded.

### INFLUENZA

**Transmission:** Airborne or droplet infection or direct contact with contaminated nose or throat secretions.

**Incubation Period:** Usually 1 to 3 days.

**Period of Communicability:** Usually 3 to 7 days.

**Exclusion:** Exclude until well. **Contacts:** Not excluded.

## MEASLES

**Transmission:** Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.

**Incubation:** 7 to 18 days.

**Period of Communicability:** About 4 to 5 days before rash begins until 4<sup>th</sup> day after rash appears.

**Exclusion:** Exclude for at least 4 days after onset of rash. **Contacts:** Immunised contacts should be excluded until 14 days after the first appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

**Immunisation:** Measles/mumps/rubella vaccine is recommended at 12 months and 4 years.

## MENINGOCOCCAL MENINGITIS INFECTION

**Transmission:** Direct contact with contaminated nose and throat secretions.

**Incubation Period:** 3 to 4 days.

**Period of Communicability:** Until *N. meningitis* is no longer present in nasal and throat secretions.

**Exclusion:** Exclude until well. **Contacts:** Not excluded. Public health authorities may arrange for close contacts to be given a course of antibiotics.

## MUMPS

**Transmission:** Airborne or droplet infection, or direct contact with saliva of an infected person.

**Incubation Period:** 12 to 21 days. Usually 18 days.

**Period Communicability:** From 5 days before to 9 days after the onset of swelling.

**Exclusion:** Exclude for at least 9 days after onset of symptoms. **Contacts:**

Do not exclude. Recommend immunisations if not vaccinated. **Immunisation:**

Measles/mumps/rubella vaccine is recommended at 12 months and after the 4<sup>th</sup> birthday.

## RINGWORM, e.g. Tinea

**Transmission:** Direct contact with infected person, contaminated articles or animals.

**Incubation Period:** 4 to 14 days.

**Period Communicability:** As long as lesions are present and viable spores persist on contaminated materials. **Exclusion:** Exclude until the day after treatment has commenced.

## RUBELLA, GERMAN MEASLES

**Transmission:** Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.

**Incubation Period:** 14 to 23 day. Usually 16 to 18 days.

**Period of Communicability:** From 7 days before to at least 4 days after the onset of the rash.

**Exclusion:** Exclude until at least 4 days after the onset of the rash.

**Contacts:** Not excluded.

**Immunisation:** Measles/mumps/rubella vaccine is recommended at 12 months and again at the 4<sup>th</sup> birthday.

### **SCABIES (ITCH MITE)**

**Transmission:** Skin contact with infected person or contact with infected clothing, towels or bedding.

**Incubation Period:** 2 to 6 weeks before onset of itching in individuals not previously infected. Those individuals who have been previously infected develop itch 1 - 4 days after re-exposure

**Period of Communicability:** Until mites and eggs are destroyed **Exclusion:** Exclude until the day after treatment has commenced. **Contacts:** Not excluded. Family contacts will probably be infested and should be treated.

**FOR THE MEDICAL SAFETY OF ALL STUDENTS, PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF YOUR CHILD HAS A CONTAGIOUS DISEASE.**



## PRIVACY POLICY

<b>Purpose:</b>	Alta-1 College QLD is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the college and describes how the college uses and manages personal information provided to or collected by it.	
<b>Scope:</b>	The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the college site; and describes the type of information the college collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
<b>Status:</b>	Authorised	<b>Supersedes:</b> All previous Privacy Policies
<b>Authorised by:</b>	Matthew Vandeppeer (Principal) in collaboration with the Alta-1 College Board Chairperson	<b>Date of Authorisation:</b> 1 <sup>st</sup> June 2021
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Australian Privacy Principles</a></li> <li>• Privacy Act 1988 (Cth)</li> <li>• Alta-1 College QLD Child Protection Policy</li> <li>• Alta-1 College QLD Disability Discrimination Policy</li> </ul>	
<b>Review Date:</b>	Annually, as appropriate, to take account of new laws and technology, changes to college operations and practices and to make sure it remains appropriate to the changing environment.	<b>Next Review Date:</b> June 2022
<b>Policy Owner:</b>	Alta-1 College QLD	

**Exception in Relation to Employee Records:**

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Alta-1 College QLD's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Alta-1 College QLD and employee.

**Policy**

This Privacy Policy sets out how Alta-1 College QLD manages personal information provided to or collected by it. Alta-1 College QLD is bound by the Australian Privacy Principles contained in the *Privacy Act*. Alta-1 College QLD may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Alta-1 College QLD's operations and practices, and to make sure it remains appropriate to the changing school environment.

## What kinds of personal information does the College collect and how does the College collect it?

The type of information Alta-1 College QLD collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('**Parents**') before, during and after the course of a student's enrolment at the College:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - parents' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - volunteering information; and
  - photos and videos at college events.
- job applicants, staff members, volunteers and contractors:
  - name, contact details (including next of kin), date of birth, and religion;
  - information on job application;
  - professional development history;
  - salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);
  - complaint records and investigation reports;
  - leave details;
  - photos and videos at college events;
  - workplace surveillance information;
  - work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with the College including name and contact details and any other information necessary for the particular contact with the college.

**Personal Information you provide:**

Alta-1 College QLD will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

**Personal Information provided by other people:**

In some circumstances Alta-1 College QLD may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

**How will the College use the personal information you provide?**

Alta-1 College QLD will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

**Students and Parents**

In relation to personal information of students and parents, Alta-1 College QLD's primary purpose of collection is to enable Alta-1 College QLD to provide schooling to students enrolled at the college, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the college. This includes satisfying the needs of parents, the needs of the students and the needs of Alta-1 College QLD throughout the whole period the student is enrolled at the College.

The purposes for which Alta-1 College QLD uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of Alta-1 College QLD
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for Alta-1 College QLD
- to satisfy Alta-1 College QLD's legal obligations and allow the college to discharge its duty of care.

In some cases where Alta-1 College QLD requests personal information about a student or parent, if the information requested is not provided, Alta-1 College QLD may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet [and on our website] this may include photographs and videos of student activities such as sporting events, college camps and college excursions. The College will obtain permissions during enrolment from the student's parent/guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

## **Job applicants, Staff Members and Contractors**

In relation to personal information of job applicants, staff members and contractors, Alta-1 College QLD's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which Alta-1 College QLD uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the College
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

## **Volunteers**

The College also obtains personal information about volunteers who assist Alta-1 College QLD in its functions or conduct associated activities, such as alumni associations, to enable Alta-1 College QLD and the volunteers to work together.

## **Marketing and Fundraising**

Alta-1 College QLD treats marketing and seeking donations for the future growth and development of the college as an important part of ensuring that Alta-1 College QLD continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Alta-1 College QLD may be disclosed to organisations that assist in the college's fundraising, for example, the Alta-1 College QLD's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

If you would like to opt-out of direct marketing please contact the College Principal on (07) 5301 8008.

## Who might the College disclose Personal Information to and store your information with?

Alta-1 College QLD may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to Alta-1 College QLD;
- recipients of College publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorise Alta-1 College QLD to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

## Sending and Storing Information Overseas

Alta-1 College QLD may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Alta-1 College QLD will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Alta-1 College QLD may use online or 'cloud' service providers such as Microsoft 365 to store personal information and to provide services to Alta-1 College QLD that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

**Sensitive Information**

Sensitive information relates to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is required by law.

**Management and Security of Personal Information**

Alta-1 College QLD 's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Alta-1 College QLD has in place steps to protect the personal information Alta-1 College QLD holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

## Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
  - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
  - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

### What must the college do in the event of an 'eligible data breach'?

If Alta-1 College QLD suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

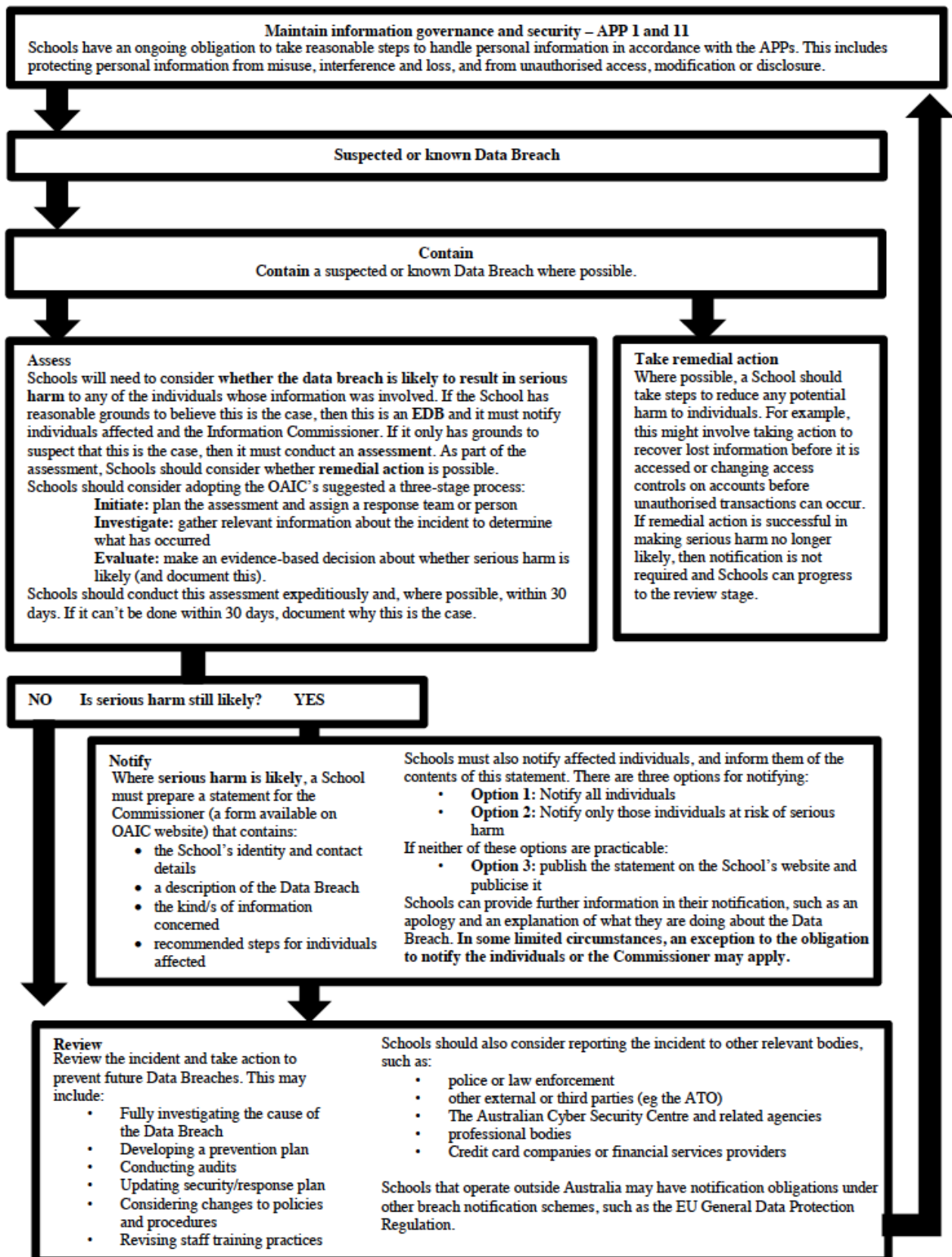
If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Alta-1 College QLD will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the college entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Alta-1 College QLD will publish a copy of the statement on its website, or publicise it in another manner.

### Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.





*\*This summary is a modified version of the OAIC Data Breach response summary available at [www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme](http://www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme)  
ME\_140223114\_3*

## Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Alta-1 College QLD holds about them and to advise Alta-1 College QLD of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Alta-1 College QLD holds about you or your child, please contact the College Principal in writing via email to [admin@alta-1.qld.edu.au](mailto:admin@alta-1.qld.edu.au). Alta-1 College QLD may require you to verify your identity and specify what information you require. Alta-1 College QLD may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Alta-1 College QLD will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

## Consent and Rights of Access to the Personal Information of Students

Alta-1 College QLD respects every parent's right to make decisions concerning their child's education. Generally, Alta-1 College QLD will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Alta-1 College QLD will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by Alta-1 College QLD about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Alta-1 College QLD's duty of care to a student.

The College may, at its discretion, on the request of a student grant that student access to information held by Alta-1 College QLD about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## Enquiries and Complaints

If you would like further information about the way Alta-1 College QLD manages the personal information it holds, or wish to make a complaint about Alta-1 College QLD's breach of the Australian Privacy Principles please contact the College Principal on (07) 5301 8008, or email [admin@alta-1.qld.edu.au](mailto:admin@alta-1.qld.edu.au). Alta-1 College QLD will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

## APPENDIX 1

### Standard Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the college, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
  - other schools and teachers at those schools;
  - government departments (including for policy and funding purposes);
  - medical practitioners;
  - people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - people providing administrative and financial services to the College;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or

students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and website. This may include photographs and videos of student activities such as sporting events, college camps and college excursions. The College will obtain permissions during enrolment from the student's parent/guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.

## APPENDIX 2

### Alumni Association Collection Notice

1. [The Alumni Association/We] may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Alta-1 College QLD and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of [the Alumni Association].
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. [It may also be used by Alta-1 College QLD to assist in its fundraising activities.] [If you do not agree to this, please advise us now.]
4. [The Alumni Association/We] may publish details about you in our [name of publication] [and our/the College's website]. If you do not agree to this, you must advise us now.
5. The College's Privacy Policy, accessible on the College's website, contains details of how you may seek access to and correction of your personal information which the College has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

## **SEXUAL HARASSMENT, ACTIVITY AND GROOMING POLICY**

Alta-1 supports the right of all students and staff to study and work in an environment free from sexual harassment and inappropriate sexual activity.

### **Sexual Harassment**

Sexual harassment is any form of sexual attention that is uninvited, unwelcome or unreciprocated and which makes a person feel humiliated, intimidated or offended. It can be a single incident or a persistent pattern of behaviour. It may be intentional or unintentional and is not confined to gender.

Examples of sexual harassment include, but are not restricted to:

- uninvited touching;
- uninvited kisses or embraces;
- smutty jokes or comments;
- making promises or threats in return for sexual favours;
- displays of sexually graphic material including posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks or lockers;
- repeated invitations to go out, especially after prior refusal;
- 'flashing' or sexual gestures;
- sex based insults, taunts, teasing or name-calling;
- staring or leering at a person or at parts of their body;
- unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against them;
- touching or fiddling with a person's clothing e.g. lifting up skirts, flicking bra straps, 'dakking', 'wedgieing';
- requests for sex;
- sexually explicit conversation;
- persistent questions or insinuations about a person's private life;
- offensive phone calls or letters;
- stalking;
- sexual insults or taunting;
- offensive e-mail messages or computer screen savers;
- suggestive comments or innuendoes about a person's physical appearance

A person (student or staff member) can be sexually harassed by a:

- staff member
- student
- contractor
- visitor to the school
- service provider
- parent

Sexual harassment can occur in any school activity, on or off the campus.

The aim of dealing with sexual harassment is to acknowledge what has happened, to work towards conciliation between the parties where possible, and to bring about change in behaviour.

Depending on the severity of the case, consequences could include:

- counselling;
- disciplinary action against the harasser (e.g. formal warnings placed on file, demotion, detention, suspension, probation or dismissal/expulsion);
- disciplinary action against the complainant if there is strong evidence that the complaint was vexatious or malicious;
- a written apology;
- conciliation/mediation conducted by an impartial third party where parties agree on a mutually acceptable resolution;

Retaliation or reprisals will not be tolerated, and disciplinary action will be taken against anyone who victimises a person for complaining of sexual harassment.

### **Student Sexual Activity**

No form of sexual activity between students will be tolerated on school property and at school events, including camps, excursions and extended trips.

Sexual activity includes, but is not restricted to, consensual:

- sexual kissing
- touching genitals
- sexual intercourse

Students found to be acting in breach of this policy will enter the behaviour management system, leading to parental contact and disciplinary consequences.

## **GROOMING OF CHILDREN FOR SEXUAL ACTIVITY BY ADULTS**

Both staff and students of Alta-1 College should be aware of how to detect grooming behaviours of adults towards children and how to report such grooming behaviours.

### **Defining Grooming:**

The term 'grooming' refers to actions deliberately undertaken with the aim of befriending and influencing a child, and in some circumstances members of the child's family, for the purpose of sexual activity with the child. These actions are designed to establish an emotional connection in order to lower the child's inhibitions and gain access to the intended victim. In this respect grooming involves psychological manipulation that is usually very subtle, drawn out, calculated, controlling and premeditated' (Victorian Parliamentary Inquiry into the Handling of Child Sexual Abuse by Religious and Other Non- Government Organisations, 2013).

*"Grooming involves a clever process of manipulation, typically initiated through a nonsexual approach, which is designed to entice a victim into a sexual encounter." (Brown, 2001)*

*"The inhibitions of a child are lowered through active engagement, desensitization, power and control. It is often characterized as a seduction, involving a slow and gradual process of learning about a child and building trust. This also contributes to the difficulty in detecting the activity. Predators are skilled at gaining the trust of a child before luring them into interactions. The process of grooming through the formation of a close bond creates a victim who is more likely to comply with sexual advances." (Berson, 2003)*

*"The process by which sex offenders carefully initiate and maintain sexually abusive relationships with children. Grooming is a conscious, deliberate and carefully orchestrated approach used by the offender. The goal of grooming is to permit a sexual encounter and keep it a secret." (Knoll, 2010)*

### **Grooming Techniques**

Some techniques used to groom and entrap children and young people include:

- gaining trust and being a friend (e.g. sometimes favouritism);
- gaining trust of family and other members of the child's community;
- giving gifts (e.g. often as bribes);
- giving attention (e.g. to help build the idea of an exclusive relationship);
- isolation (e.g. finding opportunities to be alone with the child);
- coercion through flattery;
- shaming and blackmail;
- sexual desensitization (e.g. inappropriate sexual talk);
- invading personal space (e.g. inappropriate touch which is sometimes 'accidental'); and
- threats.

The more these techniques are present, the higher likelihood the behaviour represents grooming or entrapment.

Reference: Bennett, N. and O'Donohue, W. (2014). The Construct of Grooming in Child Sexual Abuse: Conceptual and Measurement Issues. *Journal of Child Sexual Abuse*. 23, (8). Pages 957-976.)



## Identifying Grooming:

Grooming Stages	Grooming behaviours
Identifying potential victim	<p>Offenders identify a vulnerable child. They look for a child who is easy to manipulate, that will go along with what the offender says (Conte et al, 1989).</p> <p>Offenders in a teaching role select victims who will be compliant and keep a secret. They look to victimize students who they have control over (Shakeshaft, 2004).</p>
Grooming the environment	Offenders can spend years gaining the trust of members in the community before actually sexually abusing any children (Van Dam 2001).
The use of attention and coercion	<p>Giving attention can include:</p> <p>“the offender sharing private information with the victim” (Berliner and Conte, 1990) .</p> <p>Offenders can give attention by acting like the child’s friend (Budin and Hohnson, 1989).</p> <p>The offender may give special attention to the child and get the child to feel safe talking with them (Conte, 1989).</p>
Sexual Desensitization	Study by Knoll (2010) found that once offending teachers had gained the trust of the student conversation about sexual matters with the student started to emerge.
Boundary violations	Offenders will violate boundaries in a number of ways during the grooming process including sexually explicit conversations (Christiansen and Blake 1990).
Secrecy	<p>The goal of grooming is to permit a sexual encounter and keep it a secret (Knoll, 2010).</p> <p>The offender maintains the child’s secrecy to avoid disclosure. (Caven, Brown and Gilchrist, 2006).</p>

## Reporting Grooming Behaviours:

If you observe or are the recipient of what you interpret to be grooming behaviours:

Alta-1 College will take you seriously, so talk to someone in the school you trust

- If you are a student, then talk to a staff member or, if you prefer, directly to the Principal
- If you are a staff member, talk directly to the Principal or another senior staff member.

If you are not satisfied with the response, you can talk to the chairman of the college board.

## STUDENT ANTI-BULLYING POLICY

<b>Purpose:</b>	The purpose of this policy is to protect students from bullying and to respond appropriately when bullying does occur	
<b>Scope:</b>	Students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Authorised	<b>Supersedes:</b> All previous student bullying policies
<b>Authorised by:</b>	Matthew Vandeppeer (Principal)	<b>Date of Authorisation:</b> 9 February 2022
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulations 2001 (Qld)</a></li> <li>• <a href="#">Australian Education Act 2013 (Cth)</a></li> <li>• <a href="#">Australian Education Regulations 2013 (Cth)</a></li> </ul>	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• Alta-1 College QLD Behaviour Management Policy</li> <li>• Alta-1 College QLD Child Protection Policy</li> <li>• Alta-1 College QLD Disability Discrimination Policy</li> <li>• Alta-1 College QLD College Rules</li> <li>• Alta-1 College QLD Student Code of Conduct</li> <li>• Alta-1 College QLD Complaints Handling Policy &amp; Procedure</li> <li>• Alta-1 College QLD Complaints Procedure for Students</li> <li>• Alta-1 College QLD Complaints Procedure for Parents/Carers</li> <li>• Alta-1 College QLD Unacceptable Behaviour Form</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> February 2024
<b>Policy Owner:</b>	Alta-1 College QLD	

## Policy Statement

Alta-1 College QLD has a zero-tolerance approach to bullying.

Alta-1 College QLD is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur.

Alta-1 College QLD's Complaints Handling Policy and Procedure explains the reporting mechanism for students and parents/guardians, and details how employees will respond to reports, including that all reports will be investigated and acted upon, with appropriate support and consequences implemented.

## Principles

1. Students are entitled to be protected from bullying while at the college.
2. The college will be proactive in implementing strategies to minimise the likelihood of bullying occurring.
3. Sanctions for bully-related actions will reflect a lack of tolerance for such behaviour.

## Definitions

- **Bullying:** is a systematic and repeated abuse of power. In general bullying may be defined as:
  - dominating or hurting someone
  - unfair action by the perpetrator(s) and an imbalance of power
  - a lack of adequate defence by the target and feelings of oppression and humiliationIt can occur at any age, across cultures, genders and socioeconomic groups. It can happen in the playground, toilet areas, to and from college or in the classroom.
- **Physical bullying:** this is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying.
- **Verbal bullying:** repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.
- **Covert bullying:** such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone.
- **Psychological bullying:** for example, threatening, manipulating or stalking someone
- **Cyber bullying:** using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically.

## Responsibilities

### ***Alta-1 College QLD acknowledges its responsibility to:***

- Raise awareness of bullying and how the college will respond to it
- Take action to help prevent bullying
- Develop and promote effective social skills and positive relationships amongst students
- Implement a reporting mechanism for students and parents/guardians
- Educate students and parents/guardians on how to respond to bullying and how to report it
- Educate employees on how to appropriately respond to bullying
- Investigate and act upon all reports of bullying, including providing appropriate support and consequences

### ***Alta-1 College QLD employees have a responsibility to:***

- Uphold and consistently apply this Policy
- Respond appropriately to reports of bullying, including by investigating and acting upon reports of bullying, and by providing appropriate support and consequences in accordance with the Behaviour Management Policy and the Complaints Handling Policy and Procedure.

### ***Alta-1 College QLD parents/guardians have a responsibility to:***

- Encourage their child not to bully others
- Encourage their child to report bullying to themselves or others
- Encourage their child to take steps to stop bullying as directed under the Behaviour Management Policy

### ***Alta-1 College QLD students have a responsibility to:***

- Not engage in bullying behaviour towards others
- Report bullying occurring to them or others
- Take steps to stop bullying as directed under the Behaviour Management Policy

### ***If you are bullied, you can deal with the problem in the following ways:***

- Leave the area;
- Talk about it with a friend or family member;
- Report the incident to a staff member. The staff member will discuss possible courses of action and will not confront the bully without your permission;
- Lodge a formal complaint through our complaints process if you feel that the issue is not adequately resolved.

**Bystanders to Bullying:** Bystanders are those who are aware of, or witnesses to the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them. All members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

## **Implementation**

### ***Bullying Prevention***

Alta-1 will embed bullying prevention strategies through the following elements of the program:

- The sense of belonging created through the caring community context in which the program is conducted.
- The small group context of curriculum delivery.
- The values-based curriculum including the Religion and Ethics course.
- The implementation and delivery of the “Keeping Safe Child Protection” curriculum
- The Personal Recovery and Community Building course.
- Rules and behaviour management practises.

### ***Bullying Sanctions***

Reports and/or incidents of student bullying will be recorded and investigated under the Behaviour Management Policy.

Reports and/or incidents of staff, parents/guardians or visitors bullying, following initial investigation, will be referred to the Principal.

A student found to have bullied will be dealt with in accordance with the Behaviour Management Policy which may result in suspension or exclusion from Alta-1.

A staff member who is found to have bullied a student will be referred to the Board, via the Principal, for a sanction which may include having his/her involvement with Alta-1 terminated.

A parent/guardian/visitor who is found to have bullied a student may be excluded from Alta-1 College sites.

### Whole-school Community Rights and Responsibilities in Relation to Bullying

Students, staff, parents, caregivers and the wider community have the right to a safe. For this to occur all school community members have a responsibility to prevent and respond to bullying.

	Rights	Responsibilities
<b>Whole community</b>	<ul style="list-style-type: none"> <li>Are safe and supported in the school environment; are treated with respect.</li> </ul>	<ul style="list-style-type: none"> <li>Establish positive relationships;</li> <li>respect and accept individual differences.</li> </ul>
<b>Administrators</b>	<ul style="list-style-type: none"> <li>Are supported in developing and implementing the school's plan to prevent and effectively manage bullying.</li> </ul>	<ul style="list-style-type: none"> <li>Provide leadership in resourcing the school's prevention and effective management of bullying;</li> <li>implement the school plan;</li> <li>ensure parents are informed of the school plan;</li> <li>support staff to implement the school's plan.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>Feel safe and supported in the workplace;</li> <li>access to resources suitable for supporting students in building positive relationships, resiliency, safety and bullying prevention;</li> <li>are informed of the school's plan on bullying;</li> <li>are treated with respect in the workplace;</li> <li>access to professional learning in preventing and effectively managing bullying.</li> </ul>	<ul style="list-style-type: none"> <li>Promote and model positive relationships;</li> <li>participate in implementing the school plan to counter bullying;</li> <li>identify and respond to bullying incidents;</li> <li>teach students how to treat others with care and respect;</li> <li>teach students how to respond effectively to bullying;</li> <li>promote problem solving with students;</li> <li>respect and accept individual differences.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>Access to curriculum that supports resiliency and problem-solving strategies;</li> <li>are informed of the school's plan on bullying;</li> <li>if involved, are provided with support to stop bullying.</li> </ul>	<ul style="list-style-type: none"> <li>Treat others with care and respect;</li> <li>identify and respond effectively to bullying.</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>Expect children to be safe, treated with respect and provided with a supportive school environment;</li> <li>are provided with access to information on the prevention and response strategies related to bullying;</li> <li>support and encourage children to treat others with respect and act in accordance with the school plan if they observe</li> <li>bullying.</li> </ul>	<ul style="list-style-type: none"> <li>encourage children to report bullying incidents;</li> <li>are aware of school plans and support school in effectively managing bullying.</li> </ul>
<b>Wider community: including other professionals</b>	<ul style="list-style-type: none"> <li>Strategic inclusion in prevention and bullying incident management.</li> </ul>	<ul style="list-style-type: none"> <li>Provide support and input into the school's approach to preventing and</li> <li>managing bullying.</li> </ul>

## SUBSTANCE ABUSE POLICY

### Rationale

Within the context of a school that enrolls students who may have a history of substance abuse, the purpose of this policy is to address drug use at Alta-1 College with fairness and in accordance with the law.

### Principles

1. The underlying belief of Alta-1 College and the basis for this policy is an attitude of minimal tolerance towards drugs as defined below, based on the attitude of protecting the student body.
2. Because Alta-1 College believes in procedural fairness, each case will be reviewed on its merits.
3. Alta-1 is committed to educating students of the dangers of drugs and creating a drug-free culture.

### Definitions

For the purpose of this policy, the term, "drugs" will refer to physiological and/or mind-altering substances that are available over the counter, by prescription, as well as substances available deemed illegal by the criminal code of Western Australia. It also includes any substance that is misused from its original/intended purpose to induce a physiological/mind altering state. It specifically includes alcohol.

### Procedures

If a student comes to school under the apparent influence of drugs, a parent will be contacted and arrangements made for the child to be returned home. Should a parent be un-contactable, then the student must be supervised in isolation from the main class.

If at school a student is found to be in possession of drugs, or using drugs, or supplying drugs to others, they will immediately have the drugs removed, a parent will be contacted to collect the student and the Police called on 131 444, who will come to seize and destroy the drugs. If staff know the identity of the student in possession, they are obliged by law to inform the Police, after which the matter is in their hands. If staff found the drugs lying around or hidden, Police still need to be informed. An enrolment review will be initiated by the Principal or his/her delegate. In determining the outcome of the review, each situation will be considered on its merits.

If students are found to be selling or distributing drugs to Alta-1 students (either at school or off campus), their enrolment will be cancelled.

**Note: *Previous Violation of this policy.*** No matter what the previous level of violation of this policy any student who violates this policy in terms of possession twice will be permanently expelled from Alta-1 with no option of appeal.

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## **NATIONALLY CONSISTENT COLLECTION OF DATA (NCCD)**

### Information for Parents and Carers

#### *What is the National Data Collection?*

The Nationally Consistent Collection of Data on School Students with Disability (the national data collection) is an annual collection that counts the number of school students with disability and the level of reasonable educational adjustment they are provided with.

The national data collection counts students who have been identified by a school team as receiving an adjustment to address a disability under the *Disability Discrimination Act 1992* (the DDA). The DDA can be accessed from the ComLaw website at [www.comlaw.gov.au](http://www.comlaw.gov.au).

#### *What is the Benefit for my Child?*

The aim of the national data collection is to collect quality information about school students with disability in Australia.

This information will help teachers, principals, education authorities and families to better support students with disability to take part in school on the same basis as students without disability.

The national data collection is an opportunity for schools to review their learning and support systems and processes to continually improve education outcomes for their students with disability.

#### *Why is this Data Being Collected?*

All schools across Australia collect information about students with disability. But the type of information currently collected varies between each state and territory and across government, Catholic and independent school sectors.

When undertaking the national data collection, every school in Australia will use the same method to collect information. Therefore, a government school in suburban Sydney will collect and submit data in the same way as a Catholic school in country Victoria and an independent school in the Northern Territory.

The information provided through the national data collection will enable all Australian governments to improve target support and resources to benefit students with disability.

#### *What are Schools Required to do for Students With Disability?*

All students are entitled to a quality learning experience at school.

Schools are required to make reasonable adjustments, where needed, to assist students with disability to access and participate in education free from discrimination and on the same basis as other students.

These responsibilities are outlined in the DDA and the Disability Standards for Education 2005 (the Standards). The Standards require educators, students, parents and others (e.g. allied health professionals) to work together so that students with disability can participate in education. The Standards can be accessed via the ComLaw website at [www.comlaw.gov.au](http://www.comlaw.gov.au).

#### *What is a Reasonable Adjustment?*

A reasonable adjustment is a measure or action taken to help a student with disability access and participate in education on the same basis as students without disability. Reasonable adjustments reflect the assessed individual needs of the student, and are provided in consultation with the student and/or their parents and carers. Reasonable adjustments can be made across the whole school setting (e.g. ramps into school buildings), in the classroom (such as adapting class lessons) and at an individual student level (e.g. extra tuition for a student with learning difficulties).



## *What Information will be Collected?*

Every year your child's school will collect the following information for each student with a disability:

- the student's level of education (i.e. primary or secondary)
- the student's level of adjustment
- the student's broad type of disability.

The information collected by schools will be provided to all governments to inform policy and programme improvement for students with disability.

## *Who will be Included in the National Data Collection?*

The definition of disability for the national data collection is based on the broad definition under the DDA.

For the purposes of the national data collection, students with learning difficulties such as dyslexia or auditory processing disorder as well as chronic health conditions like epilepsy, diabetes or asthma, that require active monitoring by the school, may be included.

## *Who will Collect Information for the National Data Collection?*

Teachers and school staff will count the number of students with disability in their school and the level of reasonable adjustment they are provided based on:

- consultation with parents and carers in the course of determining and providing reasonable adjustments
- the school team's observations and professional judgments
- any medical or other professional diagnosis
- other relevant information.

School principals are responsible for ensuring the information identified about each student is accurate.

## *How will my Child's Privacy be Protected?*

Protecting the privacy and confidentiality of all students and their families is essential. Personal details such as student names or other identifying information will not be provided to local or federal education authorities.

Further information about privacy is available from [www.education.gov.au/notices](http://www.education.gov.au/notices).

## *Is the National Data Collection Compulsory?*

All education ministers agreed to full implementation of the national data collection from 2015. This means that all schools must now collect and submit information annually on the number of students with disability in their care and the level of adjustment provided to them.

Information about the arrangements that may apply to your school in relation to this data collection is available from your child's school principal and the relevant education authority.

### **FURTHER INFORMATION**

Contact your child's school if you have further questions about the Nationally Consistent Collection of Data on School Students with Disability.

You can also visit [www.education.gov.au/nationally-consistent-collection-data-school-students-disability](http://www.education.gov.au/nationally-consistent-collection-data-school-students-disability).

An e-learning resource about the Disability Standards for Education 2005 is freely available for the use of individuals, families and communities at <http://resource.dse.theeducationinstitute.edu.au/>

**National Parents/Carers Fact Sheet Version No. 4 as at March 2016**