



# QLD Student Handbook

Version 2025.1

## TABLE OF CONTENTS

WELCOME .....	3
SCHOOL AND OFFICE HOURS .....	4
Central Administration Office .....	4
Programs & Campuses .....	4
ATTENDANCE .....	4
TERM DATES.....	5
ABOUT ALTA-1 COLLEGE.....	6
ALTA-1 IDENTITY & VALUES.....	7
THE SEVEN (7) KEY COMMITMENTS OF AN ALTA-1 STUDENT.....	8
MIDDLE SCHOOL CURRICULUM (YEAR 7-10 ACARA).....	9
SENIOR SCHOOL CURRICULUM.....	9
Year 11 & 12 QCAA.....	9
Year 11 & 12 QCIA.....	9
WHERE CAN STUDY AT ALTA-1 LEAD TO?.....	10
COLLEGE POLICIES .....	10

## WELCOME

Dear Student,

Welcome to Alta-1 College QLD! We're very pleased to have you with us as an important part of our community.

This handbook is designed to provide you with some basic information that you will need during your time at Alta-1.

Included is basic information about the College as well as where you can go for help, and some expectations that we have of you while you are enrolled (have a careful read of the 7 Commitments).

Remember that the staff of the College are here to help and support you. We want you to be successful in your journey. Most often the best way to get the help that you need is to talk with a staff member directly.

Wishing you well in your time with us at Alta-1.

Matt Vandeppeer  
Principal

## SCHOOL AND OFFICE HOURS

### Central Administration Office

The Central Administration Office hours are 8:30am-4pm Monday - Friday.

Please see the Term Dates for further details regarding when the office is closed during school holidays.

<b>Suite 12, 42-44 King Street, Caboolture, QLD 4510</b>	
<b>Mailing Address: PO Box 388, Caboolture, QLD 4510</b>	
<b>Phone: 07 5301 8008</b>	<b>Email: admin@alta-1.qld.edu.au</b>
<b>Matthew Vandeppeer</b>	Principal
<b>Kay Oswin</b>	Assistant Principal
<b>Karen Clarke</b>	Administration Officer

### Programs & Campuses

The college has Senior School and Middle School programs operating from three campus locations in the Moreton Bay region:

Program	Campus Location	Program Leader
<b>SENIOR SCHOOL</b>		
<b>Senior Program (Years 11-12)</b>	94 Parish Road, Caboolture 4510	Megan Bellamy
<b>ConnectEd Program (Years 11-12)</b>	94 Parish Road, Caboolture 4510	Kate Gold
<b>QCIA Program (Years 11-12)</b>		Amy Baxter
• Class 1	Suite 14, 42-44 King Street, Caboolture 4510	
• Class 2	158-166 Morayfield Road, Morayfield 4506	
<b>MIDDLE SCHOOL</b>		
<b>Middle School (Years 7-10)</b>	158-166 Morayfield Road, Morayfield 4506	Kay Oswin

During the school term, school hours are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
9am - 3pm	9am - 3pm	9am - 12:30pm*	9am - 3pm	9am - 3pm

\* Early close for staff meetings

## ATTENDANCE

For most young people, attendance at school is a legal requirement.

If a student is going to be absent, the parent/guardian must notify the teacher by telephone, text message, or email by 9:30am on the day. Please contact Admin on (07) 5301 8008 if you need the teacher's contact details.

## TERM DATES

2025 Key Dates (QLD) - Parents & Students

Version 1

### 2025 Key Dates



**Note:** The Semester 1 2025 Commencement Meetings are held Wednesday-Friday on the week before students commence (see highlighted dates below). The first day for students for Term 1 will be Tuesday 28<sup>th</sup> January, 2025.

*Please note that some events/dates may be subject to change.*

2025 - Term 1 (28 Jan – 4 April)	Day	Date	Week
Admin Office Re-opens	Monday	13 January	-2
*Semester 1 Student Commencement Meetings – Student Free Days	Wed - Fri	22-24 January	-1
Public Holiday – Australia Day	Monday	27 January	1
Students Commence – Return to School for Term 1	Tuesday	28 January	1
Orientation 1 Commences	Wednesday	29 January	1
Middle School Student Free Day	Monday	3 March	6
Students Finish	Thursday	3 April	10
Student Led Interviews / Students Attend Interview Only	Friday	4 April	10
Public Holidays – Easter	Fri-Mon	18-21 April	

2025 - Term 2 (22 Apr – 27 June)	Day	Date	Week
Public Holiday – Easter Monday	Monday	21 April	1
Staff Development Day – Student Free Day	Tuesday	22 April	1
Students Commence – Return to School for Term 2	Tuesday	22 April	1
Public Holiday – Anzac Day	Friday	25 April	1
Public Holiday – Labour Day	Monday	5 May	3
Middle School Student Free Day	Monday	26 May	6
Students Finish	Friday	27 June	10

2025 - Term 3 (14 July – 19 Sept)	Day	Date	Week
Sem 2 Student Commencement Meetings – Student Free Days	Mon-Tues	14-15 July	1
Students Commence – Return to School for Term 3	Wednesday	16 July	1
Public Holiday – EKKA Show Day (Moreton Bay Region)	Monday	11 August	5
Middle School Student Free Day	Monday	18 August	6
Staff Professional Development Days / Student Free Days	Thurs-Fri	4-5 September	8
Students Finish	Thursday	18 September	10
Student Led Interviews / Students Attend Interview Only	Friday	19 September	10

2025 - Term 4 (7 Oct – 27 Nov)	Day	Date	Week
Public Holiday – King’s Birthday	Monday	6 October	1
Students Commence – Return to School for Term 4	Tuesday	7 October	1
Middle School Student Free Day	Monday	10 November	6
Awards Night	Thursday	27 November	8
Students Finish	Thursday	27 November	8
Admin Office Closes	Friday	12 December	10

## 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-sited school that provides an alternative education program designed to engage community resources and groups to train, support, and equip students who are marginalised 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.

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:

1. **Belonging.** The student is integrated into a caring community that allows him/her to become connected.
2. **Healing.** The units of study facilitate a process whereby the student needs to face the issues that are impeding his/her personal development.
3. **Restoration.** The student has the opportunity to re-build his/her life and become a better person.
4. **Identity Formation.** The student develops a new understanding of his/her self-worth and relationship to family, church, and the wider community.
5. **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 lives transformed through the vehicle of education.

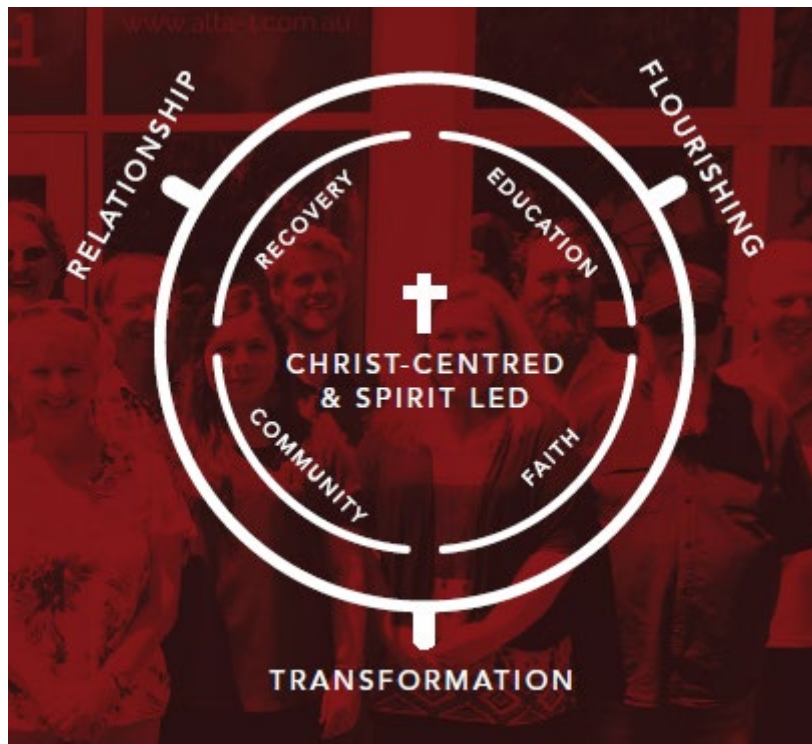
Alta-1 College is a member school of Christian Schools Australia (CSA), Associated Christian Schools (ACS) and Independent Schools Queensland (ISQ).

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

Watch the following Alta-1 College Promotional Video for more information:

<https://www.youtube.com/watch?v=pRbMlwi--pc>

## ALTA-1 IDENTITY & VALUES



### Relationship

Alta-1 is an organisation committed to healthy relationships. It was founded, established, and launched on the strength of relationship and the work it engages in is only effective because of the positive relationships that exist between staff and students.

### Transformation

The work of Alta-1 is the work of transformation. As such this is a critical cultural value. It is essential that the transformation that occurs is not just in the students but is present at all levels of the organisation.

### Flourishing

A common theme throughout our organisation is the recognition that each and every person is made in the *Image of God*. Our goal is to help people navigate life's experiences so that they can come out the other side knowing who they are, and who they were created to be.

## ALTA- 1 MISSION

Transforming communities through justice, knowledge, recovery, and hope.

## THE SEVEN (7) KEY COMMITMENTS OF AN ALTA-1 STUDENT

### 1. A commitment to safety.

We believe that every person is important - that includes you. We also believe that everyone has the right to always feel and be safe. Unfortunately, some of our students have not always felt safe and therefore we want Alta-1 College to be different. Safety starts with you! We ask that you make a clear commitment to being a safe person.

### 2. A commitment to a minimum 80% school attendance (and punctuality).

As a QCE student your attendance in class is essential. You are required to make a commitment to a minimum school attendance of 80%. If you genuinely can't make it to school, we will need a note. A commitment to school attendance (and punctuality) is a commitment to your future.

### 3. A commitment to change (and grow).

Everybody has something that needs to be worked on in their life. When we acknowledge the need to change, we can start to grow. It is important to grow. With this in mind, we ask that you identify at least one important thing that needs to change in your life. We then ask that you make a commitment to work with the adults around you to see it change!

### 4. A commitment to completing your schooling.

Education is a tool that can open doors to new and exciting opportunities. At Alta-1 College we want to partner with you to see you complete your schooling. We will encourage and support you as you work towards your goals. All of this is easier when you make a sure and solid commitment to finishing your schooling!

### 5. A commitment to your future (demonstrated every day).

You are an amazing creation with an incredible life to live. The choices that you make today will have an impact on your future and a great future starts now. If you are going to be a successful student of Alta-1 College, you will need to make a commitment to making your future the best it can be and that is demonstrated every day, starting now!

### 6. A commitment to asking for and accepting the help of Alta-1 Staff.

At Alta-1 College we have a staff group that are committed to you and your future. Our greatest joy comes in seeing our students grow, change, and flourish. One of the most powerful things a student can do is to ask for help. This is closely followed by a willingness to accept help when it is provided. We ask that you make a commitment to both.

### 7. A commitment to choosing a positive attitude and positive language.

Our emotions may dictate our mood, but our choices dictate our future. Attitude is the choice that makes all the difference. We believe it because we see it every day. Students that choose a positive attitude and positive language are almost always guaranteed success in life. The Alta-1 staff make no apologies in asking you to commit to always having a great attitude and using positive language.



## MIDDLE SCHOOL CURRICULUM (YEAR 7-10 ACARA)

Middle School at Alta-1 includes Years 7-10, and the curriculum includes the following:

- English
- Mathematics
- Humanities and Social Science (HASS)
- Science
- The Arts
- Technologies
- Health and Physical Education (HPE)
- Languages
- Work Studies (Year 9 &10)

## SENIOR SCHOOL CURRICULUM

Senior school students are those enrolled in Years 11-12 at Alta-1, and they will be following either a QCAA curriculum (with possible Queensland Certificate of Education - QCE pathway) or a Queensland Certificate of Individual Achievement (QCIA) curriculum.

### Year 11 & 12 QCAA

The curriculum includes the following

- Metamorphosis
- Personal Recovery and Community Building (PRCB)
- Short Course in Literacy
- Short Course in Numeracy
- Essential English
- Essential Mathematics
- Religion and Ethics
- Duke of Edinburgh
- Afternoon Activities
- VET courses

### Year 11 & 12 QCIA

The curriculum includes the following:

- Communication technologies
- Community, citizenship, and the environment
- Leisure and recreation
- Personal and living dimensions
- Vocational and transition activities
- Duke of Edinburgh
- Afternoon Activities
- VET Courses

## WHERE CAN STUDY AT ALTA-1 LEAD TO?

If you...	Then you can...
Exit Alta-1 with some Year 11 courses	Apply for some TAFE certificate III level courses Apply for some apprenticeships or traineeships
Exit Alta-1 with complete Year 11	Apply for TAFE competitive entry certificate III level courses, or Apply for a range of apprenticeships or traineeships
Graduate Alta-1 with complete Year 12 Vocational Pathway	Apply for TAFE certificate III level courses, or Leave school to seek employment (subject to school leaving age)
Graduate Alta-1 with a Vocational Pathway	Apply for TAFE competitive entry courses Apply for a greater range of apprenticeships or traineeships Leave school to seek employment (subject to school leaving age)
Graduate Alta-1 with complete QCE	Apply for TAFE certificate IV and diploma courses Apply for university entry preparation courses Apply for the greatest range of apprenticeships or traineeships Leave school to seek employment (subject to school leaving age)

The above is general advice only and should not be taken to constitute any form of guarantee.

Alta-1 College does not provide an ATAR level pathway for direct entry to university.

## COLLEGE POLICIES

Please refer to the booklet containing policies & procedures relevant to you.



## **COLLEGE POLICIES FOR STUDENTS**

- The Seven (7) Key Commitments of An Alta-1 Student
- Student Code of Conduct
- Student Dress Code
- Complaints Procedure for Students
- Social Media and Digital Technologies Acceptable Use Agreement
- Child Protection Policy
- Student Anti-Bullying Policy
- Information Technology Student Policy

## The Seven (7) Key Commitments of an Alta-1 Student

### 1. A commitment to safety.

---

We believe that every person is important - that includes you. We also believe that everyone has the right to always feel and be safe. Unfortunately, some of our students have not always felt safe and therefore we want Alta-1 College to be different. Safety starts with you! We ask that you make a clear commitment to being a safe person.

### 2. A commitment to a minimum 80% school attendance (and punctuality).

---

As a QCE student your attendance in class is essential. You are required to make a commitment to a minimum school attendance of 80%. If you genuinely can't make it to school, we will need a note. A commitment to school attendance (and punctuality) is a commitment to your future.

### 3. A commitment to change (and grow).

---

Everybody has something that needs to be worked on in their life. When we acknowledge the need to change, we can start to grow. It is important to grow. With this in mind, we ask that you identify at least one important thing that needs to change in your life. We then ask that you make a commitment to work with the adults around you to see it change!

### 4. A commitment to completing your schooling.

---

Education is a tool that can open doors to new and exciting opportunities. At Alta-1 College we want to partner with you to see you complete your schooling. We will encourage and support you as you work towards your goals. All of this is easier when you make a sure and solid commitment to finishing your schooling!

### 5. A commitment to your future (demonstrated every day).

---

You are an amazing creation with an incredible life to live. The choices that you make today will have an impact on your future and a great future starts now. If you are going to be a successful student of Alta-1 College, you will need to make a commitment to making your future the best it can be and that is demonstrated every day, starting now!

### 6. A commitment to asking for and accepting the help of Alta-1 Staff.

---

At Alta-1 College we have a staff group that are committed to you and your future. Our greatest joy comes in seeing our students grow, change, and flourish. One of the most powerful things a student can do is to ask for help. This is closely followed by a willingness to accept help when it is provided. We ask that you make a commitment to both.

### 7. A commitment to choosing a positive attitude and positive language.

---

Our emotions may dictate our mood, but our choices dictate our future. Attitude is the choice that makes all the difference. We believe it because we see it every day. Students that choose a positive attitude and positive language are almost always guaranteed success in life. The Alta-1 staff make no apologies in asking you to commit to always having a great attitude and using positive language.

## Contract of Agreement

Having read about *The Seven (7) Key Commitments of an Alta-1 Student*, understanding that I must make these commitments in order to be a member of the Alta-1 College Learning and Recovery Community and having successfully demonstrated these things during my time in the Orientation Program, I hereby make a firm commitment to the following:

1. I, \_\_\_\_\_, make a commitment to safety and being a safe person.
2. I, \_\_\_\_\_, make a commitment to a minimum 80% school attendance (and punctuality).
3. I, \_\_\_\_\_, make a commitment to change and grow.
4. I, \_\_\_\_\_, make a commitment to complete my schooling.
5. I, \_\_\_\_\_, make a commitment to my future.
6. I, \_\_\_\_\_, make a commitment to asking for and accepting the help of Alta-1 staff.
7. I, \_\_\_\_\_, make a commitment to choosing a positive attitude and positive language.

*I understand that if I repeatedly choose not to demonstrate these commitments, I will not be able to be a part of the Alta-1 College Learning and Recovery Community.*

**Student full name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/ Guardian full name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Orientation Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Alta-1 College QLD Ltd  
30 160 751 253

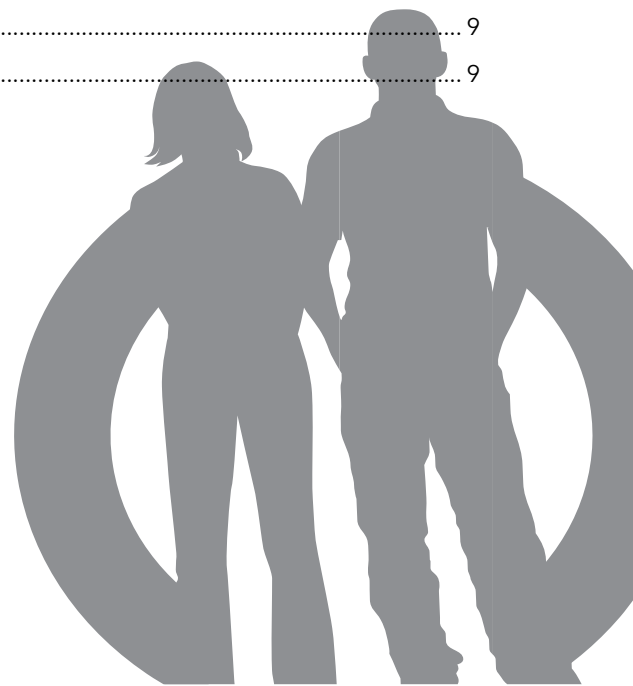
# Student Code of Conduct

Issue #2

11 November 2024

## Table of Contents

Principles .....	3
Attendance.....	4
Behaviour & Conduct.....	4
Language.....	4
Cooperation .....	5
Respect .....	5
Learning.....	5
Digital Technologies.....	5
Health, Safety, & Wellbeing .....	5
Alcohol, Tobacco, and Drugs .....	6
Property .....	6
Driving.....	6
Breach of the Student Code of Conduct.....	7
Consequences for Breaches .....	7
Implementation .....	7
Student Wellbeing Hub .....	7
The Seven (7) Key Commitments of an Alta-1 Student .....	8
Student Agreement.....	9
Parent/Guardian Agreement .....	9



## **STUDENT CODE OF CONDUCT**

<b>Purpose:</b>	This policy outlines the behaviours expected of Alta-1 students at school, during school hours, at any Alta-1 College premises, during college arranged transport, and/or at any college events on or off campus.		
<b>Scope:</b>	All students enrolled at Alta-1 College QLD Parents/guardians of students enrolled at Alta-1 College QLD		
<b>Status:</b>	Authorised	<b>Supersedes:</b>  • All previous Student Codes of Conduct or Behaviour.	
<b>Date of Authorisation:</b>	11 November 2024		
<b>Authorised by:</b>	Matthew Vandeppeer (Principal) in collaboration with the SLT		
<b>References &amp; Related Documents</b>	<ul style="list-style-type: none"> <li>• Alta-1 College QLD Student Handbook</li> <li>• The Seven (7) Key Commitments of an Alta-1 Student</li> <li>• Alta-1 College QLD Behaviour Management Policy</li> <li>• Alta-1 College QLD Child Protection Policy</li> <li>• Alta-1 College QLD Complaints Handling Policy &amp; Procedures</li> <li>• Alta-1 College QLD Complaints Procedure for Students</li> <li>• Alta-1 College QLD Information Technology Student Policy</li> <li>• Alta-1 College QLD Students Using Mobile Phones Policy</li> <li>• Alta-1 College QLD Social Media &amp; Digital Technologies Acceptable Use Agreement</li> <li>• Alta-1 College QLD Substance Abuse /Alcohol Tobacco &amp; Illicit Drugs Policy</li> <li>• Alta-1 College QLD Student Anti-Bullying Policy</li> <li>• Alta-1 College QLD Student Dress Code</li> </ul>		
<b>Review Schedule:</b>	Annually	<b>Next Review Date:</b>	November 2025
<b>Policy Owner:</b>	Alta-1 College QLD		

## Principles

### **Alta-1 College:**

- provides clear guidance to all members of the school community about what forms of behaviour management, discipline or punishment are permitted,
- prohibits bullying, harassment, and other forms of peer-to-peer abuse,
- requires respect for the privacy and human dignity of other students,
- expects all students to be engaged with their own personal recovery journey.

### **Students have a right to:**

- feel safe within the school,
- learn in a stimulating environment to the best of their ability,
- be treated with respect by other students and teachers,
- be listened to.

### **Students have a responsibility to:**

- demonstrate an ongoing commitment and willingness to change,
- engage with the Personal Recovery and Community Building course,
- engage with all aspects of the Alta-1 program and curriculum,
- abide by the Student Code of Conduct and other college policies detailed in the Alta-1 College QLD Student Handbook available on the college website.
- be respectful of others in their conduct.



## Attendance

- Students must be punctual and attend all their classes, committing to regular attendance.
- Parents/Guardians must provide reasons for student absences.
- Student must not leave the school grounds during the day, except on official school excursions, without staff member consent.

## Behaviour

Students must accept and comply with school policies regarding positive behaviour. Students must not:

- disrupt or hinder any College activities.
- do anything which may bring the College into disrepute, which includes making or publishing false or misleading statements relating to the College, College staff or other students.
- not bully, harass, intimidate, put down, or discriminate against anyone at school.
- physically touch, bully, or sexually engage with students or others in a manner which is not appropriate and/or may endanger the health, safety, and wellbeing of that person.
- **Physical contact between students that is not school-appropriate will be addressed by staff.**
- engage in any form of physical or verbal violence including fighting, assault, or threats of violence.
- engage in any form of cyber bullying or cyber abuse.
- use offensive or disrespectful language.
- wear items of clothing displaying offensive language and/or symbols such as profanity, drug references, sexual connotations, and racist slurs.
- send inappropriate, offensive, or explicit text messages, photos or videos to students or staff
- misuse College property, including computers and internet access or other learning platforms.

Students must not engage in any dishonest behaviour including:

- stealing, taking, or using without permission any property of any person, or possessing property which is stolen or taken without permission,
- using or providing false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person,

Students must not:

- incite, persuade, conspire with, or assist any other person to engage in misconduct,
- attempt or threaten to do anything which is misconduct,
- be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding of any evidence of misconduct, or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct,
- publish or display material which could be understood by a reasonable person as indicating that somebody intends to engage in misconduct,
- communicate with **other** parents/guardians on matters relating to the educational development and behaviour of their children.

## Language

Students must not:

- conduct themselves in an offensive manner or use offensive language on, near, or within view or hearing of College premises, or whilst engaged in College activities
- use language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, staff member, contractor, volunteer, or visitor,
- use inappropriate or profane words, gestures, or images.

## Cooperation

Students must:

- obey all campus and classroom rules.
- follow the directions and instructions of all college staff.
- act and work co-operatively with other students and staff.
- cooperate with staff at all times, when given a reasonable direction.

## Respect

Students are expected to:

- show courtesy and respect to all members of the college community.
- resolve conflict respectfully, calmly, and fairly.
- respect the property of the college and others.
- be inclusive of differences such as race, culture, identity, and ability.
- respect the learning needs of all students

## Learning

Students are expected to:

- take progressive responsibility for their own learning, to work consistently and complete tasks as required.
- discuss with parents their educational progress and to ensure that all school communication is effectively delivered
- plagiarism - you must not present anyone else's work as if it were yours.

## Digital Technologies

- Computers, including those with internet access, are provided for school- based educational purposes only. Misuse of this privilege will result in access being withdrawn.
- Mobile phones must be switched to silent mode during class times and given to the teacher who will safely store phones. They can be used only with specific teacher permission. They may not be used for calls, texts, or social media during class time.

## Health, Safety, & Wellbeing

Students must consider the safety and welfare of themselves and others.

Students must not:

- cause physical or emotional harm to any person, or bully any person,
- engage in violent or threatening behaviour, including the use of threatening or abusive language
- do anything which may endanger the physical or mental health, safety, or wellbeing of any person
- possess, store, or use any weapon, explosive materials, fireworks, dangerous chemicals or biological agents, or other dangerous thing, on College premises.

## Alcohol, Tobacco, and Drugs

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 in Queensland. It also includes any substance that is misused from its original/intended purpose to induce a physiological/mind altering state. It specifically includes alcohol.

Students must not:

- use, consume, sell, or distribute alcohol, tobacco, illegal drugs, or related implements while at school, while attending College-related activities/events, or in transit between College related activities/events in a College vehicle.
- smoke or vape while attending College-related activities/events, or in transit between College related activities/events in a College vehicle
- attend College, or other functions as a representative of the College whilst under the influence of alcohol, illicit drugs, or other substances harmful to health.

Students must be prepared to undergo testing for illegal substances if and/or when required by an Alta-1 teacher or the Principal.

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 their 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.

## Property

Students must not:

- damage, destroy, endanger, vandalise, put at risk, pollute, or obstruct any College or Partner Church property or any property of any member of the College or Partner Church staff,
- enter, occupy, use, or interfere with any College or Partner Church property or enable any other person to do so, without authorisation from the College or Partner Church,
- steal, misuse or fraudulently use College or Partner Church's resources.

## Driving

- 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.
- The college will only permit a student to transport another student to/from school in their vehicle when the college receives written permission from parents/guardians of both students.
- Parents are to email their child's teacher with this written permission.
- Parents and students are to be aware of and abide by the conditions of a provisional driver license, which can be accessed here: [P1 provisional licence | Transport and motoring | Queensland Government \(www.qld.gov.au\)](https://www.qld.gov.au/transport-and-motoring/p1-provisional-licence)

## Breach of the Student Code of Conduct

- Students must report to a staff member their own or anyone else's breach of the Student Code of Conduct. All information will be acted upon and treated fairly.
- If the student is reporting the breach of someone else, his/her name will not be revealed by any staff member.
- If the breach relates to a member of staff, students have the right to discuss with another member of staff or the Principal.
- Formal complaints can be made in accordance with the Complaints Handling Policy & Procedures.

## Consequences for Breaches

The consequences for breaching the Student Code of Conduct will depend on the severity and/ or regularity of the breach and range from contacting the student's parents to assist in resolving the breach, or the student making restitution for damage or offence caused, through to being placed on a behaviour contract, or, in serious and/or repeated breaches, exiting the program.

## Implementation

At the commencement of enrolment at Alta-1 College all students will sign the agreement below. The signed agreement is to be kept on student file. A signed copy is also to be retained by the student and the parent/guardian.

## Student Wellbeing Hub

The [Student Wellbeing Hub](#) is a commonwealth government website with excellent resources for students, staff, and parents.

## **The Seven (7) Key Commitments of an Alta-1 Student**

### **1. A commitment to safety.**

---

We believe that every person is important - that includes you. We also believe that everyone has the right to feel and be safe at all times. Unfortunately some of our students have not always felt safe and therefore we want Alta-1 to be different. Safety starts with you! We ask that you make a clear commitment to being a safe person.

### **2. A commitment to the goal of 80% school attendance (and punctuality).**

---

We hope that you'll enjoy Alta-1 so much that school attendance won't be an issue. However, just in case you are having some trouble getting out of your bed in the morning, we ask for an 80% attendance commitment from you. And if you genuinely can't make it to school, we will need a note. A commitment to school attendance (and punctuality) is a commitment to your future. Make it!

### **3. A commitment to change (and grow).**

---

Everybody has something that needs work in his or her life. When we acknowledge the need to change, we can start to grow. It is important to grow. With this in mind, we ask that you identify at least one important thing that needs to change in your life. We then ask that you make a commitment to work with the adults around you to see it change!

### **4. A commitment to working to completing Year 11 and 12 / towards an academic goal.**

---

Education is a tool that can open many doors to new and exciting opportunities. At Alta-1 we want to partner with you to see you complete Year 11 & 12 /achieve your academic goals. We will encourage and support you as you work towards your goals. All of this is a whole lot easier when you make a sure and solid commitment to finishing your schooling!

### **5. A commitment to your future (demonstrated every day).**

---

You are an amazing creation with an incredible life to live. The choices that you make today will have an impact on your future. A great future starts now. You may not think much about your future now however, if you are going to be a student of Alta-1 College, you will need to make a serious commitment to making your future the best it can be!

### **6. A commitment to asking for and accepting the help of Alta-1 Staff.**

---

At Alta-1 we have a staff group that are committed to you and your future. Our greatest joy comes in seeing our students grow, change and achieve. One of the most powerful things a student can do is to ask for help. This is closely followed by a willingness to accept help when it is provided. We ask that you make a commitment to both.

### **7. A commitment to choosing a positive attitude & positive language.**

---

Our emotions may dictate our mood but our choices dictate our future. Attitude is the choice that makes all the difference. We believe it because we see it everyday. Students that choose a positive attitude and positive language are almost always guaranteed success in life. The Alta-1 staff make no apologies in asking you to commit to always having a great attitude and using positive language.

## Student Agreement

By signing below, I am stating that I have read and understood this Student Code of Conduct, and that I agree to uphold it as a student at Alta-1 College.

### I will:

- Engage with the Personal Recovery and Community Building course
- Demonstrate a willingness to change
- Attend regularly
- Cooperate with all staff
- Respect all students and staff and their rights
- Use all College and Partner Church resources with respect
- Cooperate with staff when given a reasonable direction
- Abide by the college policies detailed in the Alta-1 College QLD Student Handbook available on the college website
- Adhere to the Seven (7) Key Commitments of an Alta-1 Student

### I will not:

- Engage in behaviour that is dangerous, harmful, or disrespectful
- Attend school or school events under the influence of alcohol or illegal drugs Bring alcohol or illegal drugs to College premises or events
- Smoke at the College or College events
- Damage, destroy, steal, misuse or fraudulently use College or Partner Church's resources
- Interfere with other students' learning or socialisation

**Name of student:** \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Parent/Guardian Agreement

As parent/guardian of \_\_\_\_\_, I understand and agree that my child is expected to adhere to this Code of Conduct. My child understands what is expected of them under this Code.

**Name of parent/guardian:** \_\_\_\_\_

Signature: \_\_\_\_\_

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

This signed agreement is to be kept in the student file, and copies are to be retained by the student and parent/guardian.

# **STUDENT DRESS CODE**

## **Policy Statement**

This policy provides the dress requirements for current Alta-1 College QLD students.

This dress code applies to students while at school, at any college events onsite or offsite, and any events that a student is representing the college.

*This Student Dress Code was written by Alta-1 students for Alta-1 students.*

## **Dress Code:**

1. No boobs, bums, or bellies **are to be seen**
2. Skirts/ shorts/ dresses **are** to be longer than the fingertips against **the** thighs
3. Tops need to go past **the** navel (belly button)
4. Straps on tops need to be at least three fingers wide
5. Messages on clothing are not to be offensive to the Alta-1 College culture
6. Closed-in shoes (for Occupational Safety & Health)

## **Acknowledgement**

I, \_\_\_\_\_ have read, understood, and agree to comply with the terms of this Student Dress Code.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

## SOCIAL MEDIA AND DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT



### Student Declaration:

When I use digital technologies, social media sites, and the internet at Alta-1 College I agree to be a safe, responsible and ethical user at all times by: (please tick)

- Never participating in online bullying.
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent, and not "tagging" myself or fellow students in photographs shared on the social media group page.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student, or allow other students to use my network/internet account.
- Not disabling settings for virus protection, spam or filtering that have been applied by the school and not attempting to avoid them by use of proxy sites.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Handling ICT devices with care and notifying a teacher of any damage or required attention.
- Not bringing to school or downloading unauthorised programs, including games, bit-torrent or file sharing software (this list is not exhaustive), or downloading unauthorized programs, including games, inappropriate pictures or inappropriate content including offensive, abusive, or discriminatory comments; sexually explicit or sexually suggestive material or correspondence.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times by: (please tick)

- Handing my device to the teacher during class times; only making or answering calls or messages outside of lesson times.
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and give consent.
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- Obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

PTO



**Parent / Guardian Agreement:**

I/we have discussed this agreement with my/our child and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at school and, where relevant, outside of school.

We understand that a breach of this agreement will incur consequences according to the College Behaviour Management Policy and that we will be responsible for replacing or repairing college owned laptop computers and other devices that may be damaged or stolen while in my care.

Parent/ Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

**Student Agreement:**

I have read and discussed this agreement with my parent/guardian and I agree to be a cybersafe student and always uphold these conditions both within and outside of school.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **COMPLAINTS PROCEDURE FOR STUDENTS**

If you are dissatisfied about something or someone at Alta-1, you need to inform us so we can try to put things right as soon as possible.

You can let us know in the following ways:

- in person,
- by phone call/text message,
- by email.

At any time, you can have someone you trust to help you make the complaint. We will take your complaint seriously.

At Alta-1, one of our core values is *Relationship*. As our *Complaints Handling Policy & Procedure* states, our desire is that your complaint is raised and resolved relationally with the relevant staff member/s.

### **1. Talk to a staff member**

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 speak with your teacher, EF, or another Alta-1 staff member to resolve the issue.

You will get an initial response from the college within two (2) days of making the complaint.

Once you share your complaint with a staff member, s/he will 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 Regional 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.

### **2. Tell the Program Leader**

If you feel it is not possible to talk to your teacher or a staff member, or if the problem is not resolved satisfactorily, you can speak with or email your Program Leader.

If you are unsure who your Program Leader is, just ask one of the classroom staff. You can also find out by phone on (07) 5301 8008, or email [admin@alta-1.qld.edu.au](mailto:admin@alta-1.qld.edu.au).

### **3. Tell the Principal**

If you have raised the issue with your Program Leader but still feel that the problem has not been resolved satisfactorily, you can speak with the Principal, Matt Vandeppeer. Matt will discuss with you how the matter will be resolved.

You can reach Matt by phone on (07) 5301 8008 or email [matt.v@alta-1.qld.edu.au](mailto:matt.v@alta-1.qld.edu.au), or you can see him in person.



### **4. 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 email on: [chairman@alta-1.wa.edu.au](mailto:chairman@alta-1.wa.edu.au). Glenn will discuss your complaint with you and how the matter can be resolved.



Alta-1 College QLD Ltd  
30 160 751 253

# CHILD PROTECTION POLICY

Issue #14  
21 November 2024

## **Table of Contents**

Definitions.....	3
Health and Safety .....	3
Responding to Reports of Harm .....	3
Conduct of Staff and Students .....	3
Immediate Response to Reports of Harm .....	4
Reporting Inappropriate Behaviour .....	4
Dealing with Report of Inappropriate Behaviour .....	4
Reporting Sexual Abuse .....	5
Reporting Likely Sexual Abuse .....	6
Reporting Physical and Sexual Abuse .....	7
Responsibilities under Criminal Code Act 1899 (Qld).....	8
Awareness.....	9
Accessibility of Processes .....	9
Training .....	9
Implementing the Processes.....	9
Complaints Procedure.....	9
Summary of Reporting Harm.....	10



## 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.	
<b>Status:</b>	APPROVED	<b>Supersedes:</b> All Previous Child Protection Policies
<b>Authorised by:</b>	Alta-1 College QLD Board	<b>Date of Authorisation:</b> 21 November 2024
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Child Protection Regulation 2023 (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 (sections 229BB and 229BC)</a></li> <li>• <a href="#">Online Child Safety Report</a></li> <li>• <a href="#">Queensland Child Protection Guide (CPG)</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 Work Health &amp; Safety 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 Schedule:</b>	Annually	<b>Next Review Date:</b> November 2025
<b>Policy Owner:</b>	Alta-1 College QLD Board	

## 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.

A relevant person is:

- 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;

## 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>.

## 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>.

<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)*

<sup>3</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

## 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>: -

- **Kate Gold** - Campus Leader at the Parish Road Senior Campus (in the case that the report relates to staff of that campus). Email: [Kate.Gold@alta-1.qld.edu.au](mailto:Kate.Gold@alta-1.qld.edu.au)
- Michelle Ferguson - ConnectEd Program Leader (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)
- **Amy Baxter** - QCIA Program Leader, (in the case that the report relates to QCIA staff). Email: [Amy.Baxter@alta-1.qld.edu.au](mailto:Amy.Baxter@alta-1.qld.edu.au)
- **Kay Oswin** - Assistant Principal (in the case that it would not be possible or appropriate to go to the staff listed above). Email: [Kay.Oswin@alta-1.qld.edu.au](mailto:Kay.Oswin@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 Principal. Where the 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 and Procedure.

<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 Principal or to the College Board Chair immediately.

The Principal or the Board Chair 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 Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to 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>.

---

<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 Principal or to the College Board Chair immediately.

The Principal or the Board Chair must immediately give a copy of the report to a police officer.

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

---

<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 <sup>10</sup>

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

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

- 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 childhood education and care professional must give a written report **to the Chief Executive of the department administering the *Child Protection Act 1999***. The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the Principal.

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

- a) the basis on which the person has formed the reportable suspicion<sup>11</sup>;
- b) the child's name, **age, and sex descriptor**
- 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>12</sup>.

## Child Safety Regional Intake Service

- Brisbane and Moreton Bay: 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> *Child Protection Act 1999 s.13G (2)(a)*

<sup>12</sup> See *Child Protection Regulation 2023 (Qld) s.10 "Information to be included in reports"*

## Responsibilities under Criminal Code Act 1899 (Qld)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

### Failure to Report<sup>13</sup>

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

### Failure to Protect<sup>14</sup>

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

---

<sup>13</sup> *Criminal Code Act 1899 (Qld) s.229BC*

<sup>14</sup> *Criminal Code Act 1899 (Qld) s.229BB*

## 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>15</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>16</sup>.

The college will publish the Child Protection Policy on its website and in the Parent and Student Handbooks. This policy is also accessible on SharePoint for staff.

## 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>17</sup>.

All staff and board members will be required to complete the ISQ Child Protection Training relevant to their employed position annually.

A training register will be kept in relation to staff induction and training.

## Implementing the Processes

Alta-1 College QLD will ensure it is implementing processes relating to the health, safety, and conduct of staff and students through regular communication and training, and by auditing compliance with the processes annually<sup>18</sup>. Minutes from meetings relating to the college's child protection practices will be maintained.

## 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>19</sup>.

---

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

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

<sup>17</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

<sup>18</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

<sup>19</sup> Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)

## 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 or Chair of the Board, through to police immediately	EGPA sections 366 and 366A
<b>Principal</b>	Sexual	Awareness or a suspicion  Sexually abused or likely to be sexually abused	Police immediately and copy to the Chair of Board immediately	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>Employing authority (Principal / Board)</b>	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; &  When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
<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 including an 18-year-old student</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)



Alta-1 College QLD Ltd  
30 160 751 253

# Student Anti Bullying Policy

Issue # 4

9 February 2022



## Contents

Summary Table .....	3
Policy Statement.....	4
Principles.....	4
Definitions.....	4
Responsibilities .....	5
Implementation.....	6

## Summary Table

<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>• <u><i>Education (Accreditation of Non-State Schools) Regulations 2001 (Qld)</i></u></li> <li>• <u><i>Australian Education Act 2013 (Cth)</i></u></li> <li>• <u><i>Australian Education Regulations 2013 (Cth)</i></u></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 humiliation

It 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.

# **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