

Policy and Procedure Register updates

Summary of changes to:

Allegations against workers in the area of child and student protection procedure

1. Reason for new/updated policy or procedure		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The Allegations against workers in the area of child and student protection procedure (previously the Allegations against employees in the area of student protection procedure) has been updated to reflect new requirements of the <i>Child Safe Organisations Act 2024</i> (Qld) (CSO Act). As a Child Safe Organisation, from 1 July 2026 the Department of Education will be covered by the Reportable Conduct Scheme (RCS) for workers, in addition to current student protection requirements for employees.</p>		
2. Summary of changes		
<p>The updated procedure outlines the process for reporting and managing allegations of harm to children and students caused by a worker of the department.</p> <p>The application of the procedure has broadened from <i>employees</i> of the department to <i>workers</i> of the department, which includes employees, volunteers, contractors, subcontractors, consultants, labour-hire workers, trainees, work experience students (including children younger than 18) and religious leaders.</p> <p>Workers are required to report reasonable suspicion of harm to children and students by a worker of the department. Under the CSO Act, reportable conduct is harm caused to any child by a worker, whether in the workplace or in private capacity, and is defined as:</p> <ul style="list-style-type: none"> • a child sexual offence; • sexual misconduct committed in relation to, or in the presence of, a child; • ill-treatment of a child; • significant neglect of a child; • physical violence committed in relation to, or in the presence of, a child; • behaviour that causes significant emotional or psychological harm to a child. <p>These requirements for reportable conduct are in addition to the existing requirements for mandatory reporting of student protection matters for employees.</p> <p>The procedure has been re-structured to provide a step-by-step process for forming and reporting a reasonable suspicion, lodging an allegation in i-Refer, implementing risk management, and managing and finalising the matter.</p> <p>Other sections of the procedure, including the overview, responsibilities and definitions, have been updated and simplified to support schools and regional officers to understand and implement processes.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, select the type of change: (select all that apply)		
<input checked="" type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page#
Workers	<p>Introducing the term of 'worker' under the <i>CSO Act</i>, broadening the reporting obligations for the department. Requirements under the procedure now apply to:</p> <ul style="list-style-type: none"> • all employees (temporary, permanent, or casual) • volunteers, such as P&C members, parents, family volunteers, or families who host international students • contractors, subcontractors, consultants or sole traders providing services or products to schools or students through school or department purchasing arrangements, which can include requests to quote, government Standing Offer Arrangements or maintenance/building contracts • individuals provided by labour hire services, which can include but is not limited to office support staff, relief teaching and chaplains • trainees or work experience participants, including tertiary students on placement such as preservice teachers • P&C executives and School Council members. 	2
All Managers and Supervisors	Core responsibilities remain unchanged. However, due to the expanded definition of worker, Managers and Supervisors are now required to report reportable conduct involving workers	2
Principals	While existing responsibilities continue, the broadened definition of worker means Principals must now report both reportable conduct allegations and reportable conduct convictions involving workers through iRefer.	2
Regional Directors and School Supervisors	There is no change to overall accountability. With the wider definition of worker, these roles are now responsible for ensuring reportable conduct concerning workers is reported.	3
HR Regional Operations	Responsibilities remain consistent. As a result of the updated definition of worker, HR Regional Operations must now review, assess and refer reportable conduct matters involving workers.	3
Integrity	Responsibilities have not changed but with the broader definition of worker, Integrity will now be required to assess and advise reportable conduct of workers	3
Delegated Decision-Makers	Decision-making authority remains the same. Under the expanded definition of worker, Delegated Decision-Makers are now required to determine matters relating to reportable conduct involving workers.	3

4. Communication and support for implementation

Specific communication about changes to this procedure will occur in Term 3 including:

- Connect ED newsletter
- OnePortal slider and OnePortal news item
- Screensaver – School and Corporate

Updates to this procedure also include information to support implementation of the RCS in the department. This information will be communicated by the RCS implementation team through:

- workforce communications OnePortal, principal information packs and FAQs.
- virtual awareness sessions being held in Term 2 for key cohorts such as principals, business managers, regional and corporate leaders, and HR Regional Operations and Integrity teams.
- a micro-learning module which will supplement 2026 mandatory training, with RCS information being embedded into the 2027 update for mandatory training.

For further assistance, please contact:

- Procedure contact:
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