

St Paul's School has **Student Protection Officers** who are the people you should see when you have a complaint about any harm done to another person or yourself or you experience any behaviour that makes you feel uncomfortable.

**The Student Protection Officers at St Paul's School are our two School Counsellors:
Mr Ken McDonald
Mrs Karen Semple**

Contact the School Counsellors

By phone: 07 3261 1388

In person: Wellbeing Centre on Campus



How to contact the Director of Professional Standards:

Anglican Church of Australia
Diocese of Brisbane
St Martin's House, 373 Ann Street,
Brisbane QLD 4000
GPO Box 421 Brisbane QLD 4000

Telephone 07 3835 2266
Facsimile 07 3831 9873
Email: dops@anglicanbrisbane.org



Anglican Diocese
of Brisbane



**St Paul's
School**



**How I can be
safe at school**

The Anglican Church is committed to the provision of a safe, supporting and ethical environment



Anglican Diocese
of Brisbane

A message from the Archbishop

Children and young people attend school for many reasons – for learning, for intellectual and personal growth, to make and be with friends, to participate in school activities such as music, sport and drama; and, if they attend an Anglican School, to gain religious and spiritual knowledge.

The best way for children and young people to learn at school is in a safe environment and where they know people are helpful.

I am committed to ensuring that all the children and young people who attend our schools are safe at all times.

I know that sometimes things happen at school which are of concern. Things such as bullying do happen. When they happen, you need to know what to do and who to go to.

This brochure explains those things. It tells you who to see and what to do. Please read it carefully; and it will help you be safe at school.

+ Phillip Aspinall
Archbishop of Brisbane



Anglican Diocese
of Brisbane

St Paul's School is committed to ensuring that all students are safe.

To make sure this happens, we have policies and procedures which will help us to provide a safe environment for all students and members of the School community.

This brochure explains what you need to do if you do not feel safe.

What behaviours are unacceptable in a safe environment?

Listed below are the behaviours in the School environment which we do not accept.

Inappropriate behaviour: means behaviour by teachers or other people at the School which makes you feel uncomfortable or unsafe at School. Examples of this behaviour might be being yelled at or hit or being called names.

Harm: means that something has happened to you which hurts you physically [like being punched]; emotionally [like being upset at being called names] or psychologically [like being told that you 'are no good' or being abused or neglected]. It also includes sexual harm – like being touched or sent text messages or emails. It doesn't matter how the harm is caused.

Self-harm: means harm being done to yourself by yourself. It can include cutting or scratching yourself; taking dangerous risks; abuse of legal and illegal drugs or medication or alcohol. Sometimes, kids hurt themselves because of personal worries or fears; and talking about these to someone they trust needs to happen to stop the harm.

Pastoral support will be offered to anyone making the complaint; and may be offered to the person who is complained about.

Questions you might have:

If I make a complaint, will it be kept confidential?

The name of any student making a complaint will be kept confidential as far as possible. However, there are some persons who need to be told the student's name: the person/s against whom the complaint has been made, any person who investigates the complaint, any person who may take actions which flow from the complaint, and any person offering support to the student or other persons involved. In addition, it may be necessary to inform the statutory authorities and the Diocese.

Will my parents be told that I have made a complaint at School?

Yes – generally, your parents will be informed as soon as practical.

Why does the School need to have these procedures?

Anglican Schools have a Christian obligation to provide a safe and caring environment for all students. In addition, there are legislative obligations placed on Schools by the state authorities.

What happens if I make a complaint that isn't true?

The Headmaster will enquire into each complaint so that he can be reasonably sure that some kind of harm has occurred. If the Headmaster believes that the complaint is not true, some further actions may be taken including speaking with the student, informing the student's parents, informing the person against whom the complaint has been made, and any other action that the Headmaster considers appropriate and necessary.

How do I make a complaint?

You can approach one of our designated Student Protection Officers and advise him / her of the complaint. Student Protection Officers are trained in handling these matters sensitively. Once the complaint is made, the Headmaster may need to make some enquiries to be reasonably satisfied that there are grounds for a complaint.

What can I do if I have other questions?

You may approach the Headmaster who would be pleased to answer any questions or concerns you may have.