



# Acacia Tutoring Child Protection Policy Effective Date: 23 / 01 / 2025

*If you have any questions or queries regarding this document please contact Jason via phone or email:*

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## 1. Introduction

**Purpose:** Acacia Tutoring is committed to protecting and promoting the welfare of all children and young people engaging with our services. This policy outlines our approach to child protection, ensuring a safe, nurturing environment for learning and interaction.

**Scope:** This policy applies to all staff, volunteers, contractors, external providers, and anyone working on behalf of Acacia Tutoring.

## 2. Legal Framework

### Child Protection Legislation:

- **Child Protection Act 1999 (Qld):** Governs the responsibilities for reporting child abuse and neglect. 
- **Working with Children (Risk Management and Screening) and Other Legislation Amendment Bill 2024 (Qld):** Mandates the requirement for working with children checks. 
- **Education (General Provisions) Act 2006 (Qld):** Provides the legal framework for educational institutions. 

### Statutory Guidance:

- **Queensland Government - Child Safe Organisations:** Guidelines on creating and maintaining child-safe environments under the new Child Safe Standards. 
- **Queensland Family and Child Commission:** Provides insights and standards for child protection, particularly the cultural safety of Aboriginal and Torres Strait Islander children. 


## 3. Policy Statement

**Commitment:** Acacia Tutoring is dedicated to the protection of children from harm, abuse, and maltreatment, ensuring their welfare is paramount in all operations. We strive to prevent harm and respond effectively to any concerns.

## 4. Definitions

- **Child:** Anyone under the age of 18 years, as defined by the Child Protection Act 1999 (Qld).



- **Child Abuse:** Includes physical, emotional, sexual abuse, and neglect, according to the definitions in the Child Protection Act 1999 (Qld). 

## 5. Staff Responsibilities


### Training:

- **Mandatory Training:** All staff must undertake child protection training upon employment and refresh every year or with significant legislative changes, including training on the new Child Safe Standards. Training includes recognising signs of abuse, understanding reporting procedures, and the legal obligations under Queensland law.



- **Resources:** If not already completed through a school organisation, staff will be provided with access to Child Protection resources before they begin work with Acacia Tutoring.

### Working with Children Check:

- Staff must hold a valid Blue Card or Exemption Card as per the Working with Children (Risk Management and Screening) Act 2000 (Qld), with awareness of the transition to new screening processes under the Child Safe Standards. 

### Code of Conduct:

- **Behavioural Guidelines:** Staff will follow “Acacia Tutoring Staff Code of Conduct (2025)” focused on professional boundaries, appropriate behaviour, and child safety.
- **Reporting:** Staff are obligated to report any concerns or disclosures of child abuse or neglect to the designated Child Protection Officer immediately, listed below.

## 6. Child Protection Procedures


### Concern Reporting:

- **Immediate Action:** If a child discloses abuse, staff must listen, avoid promising confidentiality, reassure the child, and report to the Child Protection Officer. If the officer is unavailable, report directly to Child Safety Services.
- **Documentation:** All concerns must be documented precisely, detailing involved parties, statements, and actions taken.

### Designated Child Protection Officer:

- **Role:** The officer will manage child protection issues, liaise with external agencies like the Department of Child Safety, Youth and Women, and ensure policy compliance.
- **Contact:** [Jason Copeland](#), reachable by
- **Phone:** 043 1188 734 or via
- **E-mail:** [jason@acaciatutoring.com.au](mailto:jason@acaciatutoring.com.au) or mail can be addressed to
- **Address:** 6A Grant St., Buderim, Queensland, Australia, 4556.

### External Reporting:

- **Mandatory Reporting:** As mandated by the Child Protection Act 1999, significant harm or risk of harm must be reported to Child Safety Services (**Contact: 1800 177 135**). 




## 7. Safe Environment

### Physical Environment:

- Tutoring must occur in public, visible areas of homes or approved centres. No private spaces like bedrooms are to be used.

### Online Safety:

- Online sessions should be monitored or recorded with parental consent, adhering to privacy laws including the Privacy Act 1988 (Cth) and Queensland's Information Privacy Act 2009. 

## 8. Recruitment and Selection

### Safe Recruitment:

- Child protection questions must be included in interviews.
- References must confirm suitability to work with children.
- All necessary checks must be completed before employment, aligning with the new Child Safe Standards.

## 9. Policy Review

**Annual Review:** This policy will be reviewed annually or after significant legislative changes to ensure compliance with current laws and standards.

## 10. Policy Dissemination

### Awareness:




- **Staff** will receive this policy upon employment, with reviews in staff meetings.
- **Parents/Guardians** will receive a summary of our child protection measures upon the commencement of tutoring.

## 11. References and Resources

### Legislation:

- [Child Protection Act 1999 \(Qld\)](#) 
- [Working with Children \(Risk Management and Screening\) and Other Legislation Amendment Bill 2024](#) 
- [Queensland Law Handbook \(2022\)](#) 

### Guidance:

- [Queensland Government - Child Safe Organisations \(2024\)](#) 
- [Queensland Family and Child Commission \(2024\)](#) 
- [Queensland Consolidated Acts \(2024\)](#) 

## 12. Acknowledgement

**Staff Agreement:** All staff must sign this acknowledgment form indicating they have read, understood, and agree to comply with this policy.

Acknowledgment of Child Protection Policy

*\*By signing below, you acknowledge that you have read and understood Acacia Tutoring Child Protection Policy for Staff (2025). This is a legally binding document.*

- **Staff Name:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

By adhering to this Child Protection Policy, Acacia Tutoring ensures that we maintain a safe, nurturing environment for all children involved in our programs.

## 13. Contact Information

For questions or concerns regarding this policy, please contact:

Jason at Acacia Tutoring

P: 043 1188 734

E: [jason@acaciatutoring.com.au](mailto:jason@acaciatutoring.com.au) or via registered post:

A: 6A Grant St., Buderim, QLD, Australia, 4556.

