

Record of Complaint

about non-compliance with Student Protection Processes Catholic Education Archdiocese of Brisbane

The following questions should be used as a guide to help you determine whether or not your complaint is a relevant complaint for Brisbane Catholic Education (BCE) to manage under the non-compliance procedure.

Information about the procedure and BCE Student Protection Processes may be accessed here:

<http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/default.aspx>

Submit the completed form either:

- **by using the 'SUBMIT' button at end of the form; or**
- **by email to peopleandculture@bne.catholic.edu.au; or**
- **by post to Head of People and Culture, GPO Box 1201, Brisbane 4001**

For assistance to complete the form please contact our Professional Standards and Student Protection Team on (07) 3033 7409.

- | | Yes | No |
|--|-----|----|
| <p>1. Is your complaint about a staff member who may have behaved inappropriately toward a student that has not yet been reported to the school/principal?</p> <p>If Yes, you should report the matter immediately to the school principal (or the Senior Leader - School Progress and Performance if the matter involves the principal) and not proceed with this process.</p> | Yes | No |
| <p>2. Is your complaint about someone who may have significantly harmed a student that has not yet been reported to the school/principal?</p> <p>If Yes, you should report the matter immediately to the school principal (or the Senior Leader - School Progress and Performance if the matter involves the principal) and not proceed with this process.</p> | Yes | No |
| <p>3. Is your complaint about someone sexually abusing or likely to sexually abuse a student that has not yet been reported to the school/principal?</p> <p>If Yes, you should report the matter immediately to the school principal (or the Senior Leader - School Progress and Performance if the matter involves the principal) and not proceed with this process.</p> | Yes | No |
| <p>4. Is your complaint about a student protection matter (i.e. sexual or likely sexual abuse of a student, significant harm to a student or inappropriate behaviour by a staff member towards a student) that has already been reported to the school and which you believe has not been managed in accordance with BCE Student Protection Processes?</p> <p>If 'YES', complete the remaining questions on this form to assist us to manage your complaint.
If 'NO', please direct your concern to the school principal in the first instance.</p> | Yes | No |

The following Record of Complaint about Non-Compliance with Student Protection Processes Catholic Education Archdiocese of Brisbane will help BCE with information to assess your complaint and determine what action can be taken. Please complete all the questions on the form.

FURTHER INFORMATION

- **Referral to other persons or agency:**

If you have referred this complaint to another person or agency e.g. the Police or Child Safety, what was the outcome of the complaint? What were you advised? Please attach copies of any relevant documents.

- **Witnesses:**

If any other person can provide information about the complaint, please provide their names, contact details and the nature of the information they may be able to provide.

- **Documents / other evidence:**

Attach copies of any documents or other evidence relevant to your complaint (e.g. letters, photographs, statements from witnesses or other people). If you cannot provide the documents/evidence, please provide details of who has access to the documents/evidence or how this can be obtained, and the information they may be able to provide.

- **Outcome you are seeking:**

Please specify the outcome you are seeking.

By signing and/or submitting this form, I confirm that the information contained in this form is true and accurate to the best of my knowledge.

Signature:

Date:

Print or Type Name: