



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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DIVISION	S & SD
AUDIENCE [Primary, Secondary, Composite]	Principals & Student Protection Contacts
PRIORITY [Urgent, For Information, For Response, for Competition]	Important

CEO CIRCULAR – 001 /2009

To: Principals & Student Protection
School Contacts **File:** 716.2

From: Margaret Hendriks **Date:** 13 January, 2009

Pages: 1 **Re:** Student Protection

Contact: Ian Hunter **Phone:** REDACTED

Dear Principals and Student Protection School Contacts

Greetings

I hope that your Christmas break has been relaxing and refreshing and that you are having a great start to the new School Year.

The items on the following Student Protection Checklist need to be brought to the attention of all your staff before the school year begins:

- o The commitment of your school and all schools in the Diocese to providing students with safe school environments;
- o In order to provide safe school environments, all staff (teaching and non-teaching) are required to be familiar with the policy and procedures contained in the Diocesan Student Protection and Risk Management Kit in relation to the following four areas:
 - The different forms of 'harm' to a student.
 - How to recognise harm.
 - Appropriate adult-student relationships.
 - Reporting obligations and statutory requirements.
- o All staff should have a copy of and be familiar with the Integrity in Relationships brochure which outlines principles and standards for staff in Catholic Schools of the Diocese.
- o The names and role of your Student Protection School Contacts
- o Arrangements for the 2009 All Staff Student Protection In-service.
- o Arrangements for your school's internal Student Protection In-service this year.
- o Arrangements for Student Protection Induction for all new staff this year.
- o Any other local school policies and procedures in relation to Student Protection and Risk Management eg. school internet, mobile phone, camera policy; excursions policy; etc

Thank you for attending to this and ensuring that staff have the knowledge and skills needed to provide a safe environment.

At the Principals' Meeting on 12th February further updates on Student Protection resources and developments will be shared.

Please bring samples of any locally-developed school Student Protection resources with you to the Principals' Meeting as well as any questions or suggestions for continuing to improve and develop our provision of Student Protection and Risk Management.

Every best wish for the start of the New Year.

Regards,

Margaret Hendriks

End confidential request

*Response required
by 30 Jan.*