

**REPORTING PROFORMA – “HARM” TO STUDENTS IN  
CATHOLIC SCHOOLS OF THE DIOCESE OF TOOWOOMBA**

**STRICTLY CONFIDENTIAL      MANDATORY FORM**

**PART A (TO BE COMPLETED BY “FIRST PERSON” i.e. the staff member who first receives information concerning “harm” or “suspected harm” to a Student)**

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|---|---|
| <b>Allegation/Concern Reported by:</b>  | Name: <u>Danielle Andrews</u><br>Contact No: <u>46371555</u> ( <b>REDACTED</b> -mb1)<br>School/Other: <u>St Saviours Primary - Toowoomba</u><br>Position: <u>Teacher</u><br>Date: <u>18-11-08</u> Time: <u>11:15 am</u> |
| <b>Allegation/Concern Against:</b><br><input checked="" type="radio"/> Staff Member<br><input type="radio"/> Other                                  | Name: <u>Gerry Byrnes</u><br>Contact No: <u>46371555</u><br>School/Other: <u>St Saviours Primary - Toowoomba</u><br>Position: <u>Teacher</u>  |
| <b>Allegation/Disclosure Made by:</b><br>Where disclosure was made:<br><u>classroom</u><br>Who was present:<br><u>child, myself</u><br><u>class</u> | Name: <u>KK</u><br>Address: <b>REDACTED</b><br>Contact No: <b>REDACTED</b><br>Relationship: <u>Student</u><br>Date: <u>18-11-08</u> Time: <u>11:15am</u>  |
| <b>Allegation Concerning (student):</b><br>Parent/Guardian Name:<br><b>REDACTED</b><br>Contact No: <b>REDACTED</b>                                  | Name: <u>KK</u><br>Address: <b>REDACTED</b><br>Sex: M ___ F <input checked="" type="checkbox"/><br>Yr. Level: <u>6</u> Age: <u>11</u> DOB: <b>REDACTED</b> <u>97</u>  |

School: St Saviours Primary      Phone No: 46371555  
Toowoomba.

Allegation: Abuse by previous      Time: 11:15am      Date: 18-11-08  
teacher

## Brief details about awareness of or suspicion of harm:

KK said that Mr Byrnes would often ask her to go up to his room of an afternoon at the end of school. Sometimes he would put his arm round her shoulders and sometimes touch her bottom.

In cases of suspected sexual abuse by an employee you will be required to include in the above details the identity of anyone else who may have information about the harm.

Physical Injuries: Yes \_\_\_ No

Details: \_\_\_\_\_

Signature: Danielle Andrews

Date: 18.11.08

## PART B (TO BE COMPLETED BY THE PRINCIPAL)

Referred to: Principal and/or School Child Protection Contact Date: 18/11/08

Referred to: Senior Education Officer, Catholic Education Office (Toowoomba) Date: 18/11/08

Action taken: CONTACTED POLICE AS PER PROCEDURE Date: 18/11/08

Who took action: TERRY HAYES Position: PRINCIPAL

## Type of Action taken:

Advice given

Director advised

Counselling offered

Head Staff & School Development advised

Referral to Dept of Child Safety

Director Prof. Standards advised

Referral to Police

Industrial Officer advised

Referral to outside agency

Referral to Towards Healing

Person reporting advised of action taken

Other comments (if applicable): \_\_\_\_\_

Name: TERRY HAYES Position: PRINCIPAL

Signature: [Signature]

Date: 18/11/08

- RETAIN ORIGINAL IN SECURE FILE; AND
- SEND A COPY TO SENIOR EDUCATION OFFICER

} TO BE ADVISED  
BY THE SEO  
(CHAS HAY)