



## CATHOLIC EDUCATION OFFICE DIOCESE OF TOOWOOMBA

Telephone: (07) 4637 1400  
 Fax: (07) 4637 1499  
 ABN: 88 934 244 646

PO Box 756  
 73 Margaret Street  
 Toowoomba Q 4350

..... act justly; love tenderly; walk humbly with your God.

Micah 6:8

716.2  
 7 June 2007

Elizabeth Fraser  
 Commissioner for Children and Young People  
 and Child Guardian  
 PO Box 12671  
 Brisbane, George St, Qld 4003

Dear Elizabeth,

I am in receipt of your letter of (November 2006) informing employers and businesses about important changes to legislation governing blue card screening. In response to your letter I am writing to inform you of our how the Catholic Education Office, Diocese of Toowoomba and schools within its jurisdiction intend to comply with the recent legislative changes outlined in your letter.

All schools and personnel within the Diocese have been directed to ensure that the new forms referred to in your letter are used from the start of the 2007 school year. These forms include:

- o Updated Application for Blue Card form;
- o Authorisation to confirm a valid blue card form; and
- o New notification forms for: change in contact details; change of name; lost or stolen card; ceasing of child-related employment; and ceasing of child-related business or change to business details.

Schools have also been directed to ensure that current blue card holders working in schools may continue working provided that their blue card renewal application is completed at least 30 days before the expiry of their card.

Finally, all Principals have been in-serviced by Commission personnel on Risk Management Strategy requirements. The Diocese has a comprehensive Student Protection and Risk Management Kit in place and each school is implementing its own Risk Management Strategy in line with Diocesan and legislative requirements. An internal audit schedule of Student Protection and Risk Management Strategy is completed annually for each school and validated by the Senior Education Officer for the school. An external audit of Student Protection and Risk Management Strategy is carried out at least every three years or as required.

Please make contact if any further information is required.

Thank you for your partnership in providing safe environments for students.

Yours sincerely

Margaret Hendriks  
 Assistant Director  
 Staff & School Development