



**CATHOLIC EDUCATION OFFICE  
DIOCESE OF TOOWOOMBA**

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<b>DIVISION</b>	S&SD
<b>AUDIENCE</b> <small>(Primary, Secondary, Composite)</small>	Principals, Student Protection contacts
<b>PRIORITY</b> <small>(Urgent, For information, For Response, for Competition)</small>	For information

**CEO CIRCULAR – 049/2007**

<b>To:</b>	Principals, Student Protection contacts	<b>File:</b>	716.20
<b>From:</b>	Margaret Hendriks	<b>Date:</b>	30 July 2007
<b>Pages:</b>	2	<b>Re:</b>	Update on In-service for Student Protection School Contacts
<b>Contact:</b>	Ian Hunter	<b>Phone:</b>	4637 1400

Following are the final details for this year's In-service for Student Protection School Contacts:

**1. IN-SERVICE DATES AND VENUES:**

<b>Wednesday 15th August</b>	3pm - 5pm	<b>Cunnamulla</b> (Sacred Heart School)	Numbers: 2
<b>Thursday 16th August</b>	10am - 12pm	<b>Quilpie</b> (St Finbarr's School)	Numbers: 2
<b>Thursday 16th August</b>	3pm - 5pm	<b>Charleville</b> (St Mary's School)	Numbers: 2
<b>Friday 17th August</b>	11am - 1pm	<b>Roma</b> (St John's School) (Roma, Mitchell, Taroom, St George)	Numbers: 8
<b>Monday 20th August</b>	9am - 11am	<b>Toowoomba</b> (Charnley St) (MM, SSP, SSC, MD, HN, STM, SH, SA, OLOL, SMC, SJC, YCLC, Millmerran, Stanthorpe)	Numbers: 30
<b>Thursday 23rd August</b>	11am-1pm	<b>Dalby</b> (St Mary's College) (Dalby P&S, Chinchilla, Tara, Goondiwindi, Oakey)	Numbers: 12
<b>Friday 10th November</b>	10am-12pm	<b>Warwick</b> (Warwick P&S, Allora, Clifton, Pittsworth, Inglewood)	Numbers: 12

**2. TOPICS COVERED:**

- o Student Protection Risk Management Strategy for each school
- o The role of the Student Protection School Contact
- o Definitions: inappropriate or harmful? reasonable suspicion; bullying
- o Receiving disclosures – what to say/do & what not to say/do
- o Paperwork and forms
- o Making reports to DOCS & police
- o How to assist staff
- o Scenarios & role plays



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**3. WHAT TO BRING:**

- o Diocesan Student Protection & Risk Management Kit (Orange folder)
- o School Student Protection Risk Management Strategy (completed or not)
- o Any questions or scenarios for discussion

**4. OTHER ITEMS:**

- o Teacher Replacement is available if needed (TRS forms will be available on the day)
- o Principals do not need to attend, unless you are a designated SP School Contact, or you wish to attend.
- o Please contact Ian Hunter (4637 1409) if any further information about the In-service is needed.

Margaret Hendriks  
Assistant Director  
Staff & School Development