

Annexure "L"


**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

PO Box 756
TOOWOOMBA Q 4350
Phone: (07) 4637 1400 Fax: (07) 4637 1499

DIVISION	FISA
AUDIENCE <small>(Primary, Secondary, Compulsory)</small>	All Principals
PRIORITY <small>(Urgent For Information, For Response, For Competitive)</small>	For Information

CEO CIRCULAR – 025/2009

To:	All Principals	File:	
From:	Joanne Segond von Banchet	Date:	21 May 2009
Pages:	1	Re:	Audit Findings -Visibility/Supervision in Schools Risk Management
Contact:	Pat Dwan	Phone:	07 4637 1422

Dear Principals

Thank you for conducting the recent audit of all classrooms, walkways and grounds in your schools.

An analysis of data received from all schools has been conducted to ensure adequate controls are in place or anticipated, for the various hazards identified in each school.

Some schools have indicated details of identified hazards, but have not indicated a control strategy/ies. Where this is the case, 'control strategy to be indicated' is shown in the relevant area of the submitted checklist in the affected school's electronic filing cabinet in OHS Online.

Schools are required to:

- a) Check the submitted risk management checklist in the school electronic filing cabinet in OHS Online
- b) Where 'control strategy to be indicated' is shown, provide an appropriate control strategy/ies to minimise risk associated with the hazard. If there is uncertainty as to what constitutes an appropriate control strategy/ies, please discuss with the school/college SEO or Pat Dwan
- c) Complete 'monitor and review' details in the appropriate section in the body of the checklist – details of measures already taken by schools
- d) Attend to the above by editing the existing document in the electronic filing cabinet in Microsoft Word. The option is available in the drop down box at the end of the entry in the electronic filing cabinet
- e) Complete the above by the end of Semester 1 – 25th June 2009.

A follow-up to the above requirements will be made by Pat Dwan subsequent to 25th June.

Thank you for your attention to the above.

Yours sincerely

Joanne Segond von Banchet
Assistant Director
Finance, Information Systems & Administration

Inservice Focuses:

1. New Staff Code of Conduct
2. Professional Boundaries in Staff – Student Relationships

Process:

1. Welcome and Prayer
2. Staff Code of Conduct – Review of key aspects of Code – copies of Code for all staff
3. Professional Boundaries in Staff-Student Relationships – Presentation by Childwise, exploring the implications of the Code of Conduct in creating child-safe schools; protective practices for staff; and various school based scenarios.

NB:

1. What to Bring: Pen for each person
2. Posters to advertise the Staff In-service will be emailed shortly to schools

2. STUDENT PROTECTION PARENT SESSIONS

Child Abuse Awareness Sessions for Parents/Carers – Sunday, 19 April, 2009

LOCATION	TIME	VENUE	FACILITATORS
WARWICK	6.30 pm – 8.00 pm	Assumption Secondary College, 6 Locke Street, Warwick	P & F Assoc Childwise (Jacqui Morse)
DALBY	6.30 pm – 8.00 pm	Our Lady of the Southern Cross College, 2 Nicholson Street, Dalby	P & F Assoc Childwise (Fiona Williams)
TOOWOOMBA	6.30 pm – 8.00 pm	Downlands College, 72 Ruthven Street, Toowoomba	P & F Assoc Childwise (Karen Flanagan)

Child Abuse Awareness Sessions for Parents/Carers – Sunday, 12 July, 2009

LOCATION	TIME	VENUE	FACILITATORS
ROMA	6.30 pm – 8.00 pm	St John's School, Bowen Street, Roma	P & F Assoc Childwise
CHARLEVILLE	6.30 pm – 8.00 pm	St Mary's School, 66 Watson Street, Charleville	P & F Assoc Childwise
TOOWOOMBA	6.30 pm – 8.00 pm	Downlands College, 72 Ruthven Street, Toowoomba	P & F Assoc Childwise

NB:

1. Use the attached flyer to inform parents/caregivers of the "Keeping Your Children Safe" sessions in your local area. A School Newsletter insert should be included now followed by a reminder in the last week of Term 1. Complete when and where as appropriate for your school on the flyer. (NB: The flyer will be emailed to all Principals as a word document so that the changes can be made).
2. In country venues (Warwick, Dalby, Roma and Charleville) the Diocesan P & F Association intends inviting Catholic and non-Catholic school parents.
3. In Toowoomba Catholic school parents from Toowoomba and centres near Toowoomba are invited to attend either session at Downlands (ie 19 April or 12 July), irrespective of when their school is attending the All Staff Student Protection Inservice.
4. Contact details for Toowoomba Diocesan Parents and Friends:

Paul Lynch
pblynch@bigpond.com.au
 Phone: 4691 0003



Keeping Your Children Safe

Child Abuse Awareness Sessions for Parents/Carers and others looking after children

Toowoomba Catholic Education office invites you to attend a free information session facilitated by Child Wise, to learn about protecting children from harm and abuse.

The sad reality is that every 2 minutes a case of child abuse is reported in Australia and 1 in every 4 girls and 1 in every 7 boys will experience sexual abuse in their childhood. (Australian Institute of Criminology, 2000)

The most important tool to protect your children is information. These sessions will be delivered by highly qualified child protection specialists and will provide important and practical information on:

- The definitions and indicators of child abuse
- What is normal childhood development?
- How you can protect your children in the community and on the internet
- The tricks that sex offenders use to gain access to abuse children
- What you can do if you suspect a child is being abused
- How you can talk to your children about safety and speaking up when they need to
- How to select a child safe organisation and activity for your child, e.g. sports, clubs, etc

When:

Time: 6.30pm - 8pm

Where:

Who should attend? Parents, carers, grandparents and anyone who works or volunteers with children and young people

For more information on the facilitators, Child Wise go to www.childwise.net