



**CATHOLIC EDUCATION OFFICE  
DIOCESE OF TOOWOOMBA**

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

**CEO CIRCULAR 55 /2005**

<b>To:</b>	ALL DIOCESAN PRINCIPALS	<b>File:</b>	716.2
<b>From:</b>	IAN HUNTER SENIOR EDUCATION OFFICER: STAFF & SCHOOL DEVELOPMENT	<b>Date:</b>	22 August 2005
<b>Subject:</b>	<b>STUDENT PROTECTION UPDATE</b>		

Greetings,

As we come to the end of Term 3 and continue creating student safety in our school communities of care, please check that the following Student Protection matters are up to date at your school.

1. **Student Protection Mandatory Reporting Forms.** Version 5 (4 July 2005) is now available for download on the CEO Intranet site.
2. **School Student Protection Contacts.** Each school is required to nominate two people to fulfill the role of School Student Protection Contacts as per the attached Guidelines. Please note that these nominations need to be made in consultation with your Senior Education Officer (Student Protection Officer).
3. **Blue Cards.** All non-teaching employees and volunteers (including School Board members) must hold a Blue Card issued by the Commission for Children and Young People and Child Guardian. Photocopies of all Blue Cards are to be kept at school (including volunteers and Board members). Also forward copies of Blue Card details for all employees to your Senior Education Officer at CEO. Note: According to current legislations, all volunteers MUST have a Blue Card BEFORE they commence work in a school.
4. **Other Information.** Currently we are working on two draft procedures for schools in the Diocese as required by current Child Protection legislation:
  - Student Protection Risk Management Strategy;
  - Staff Screening Procedures and Guidelines.Many aspects of these procedures are already in place in many of our schools. When we have completed the drafts we are currently working on, your feedback will be invited. Our aim is to have these in place before the end of this year. Many thanks to staff from Downlands, St. Saviour's College, St. Mary's College and St. Joseph's College for your valuable assistance in draft writing and sharing resources.

- 2 -

We also hope to be able to circulate the updated, accredited, clean copies of the QCEC Student Protection Manual as well as Student Protection posters when they become available.

## 5. Child Protection Week: 4 – 10 September 2005

National Child Protection Week is coming up on September 4 – 10 2005, commencing on Father's Day. The theme *Child Friendly Communities Prevent Abuse and Neglect of Children* aims to raise awareness, enable involvement and strengthen the community capacity to improve the wellbeing of children. This years NCPW key goals are:

1. Raise public awareness of how communities can take responsibility for children's wellbeing and prevent child abuse and neglect;
2. Increase community participating in NCPW; and,
3. Build community capacity to sustain efforts towards child-friendly communities.

NAPCAN ([www.napcan.org.au](http://www.napcan.org.au)) has developed a Promotions Kit consisting of brochures, booklets and balloons to assist in the planning of your event for Child Protection Week. Checkout the NAPCAN website for further ideas and to order your kit.

A Child Protection Expo will also be held at Rumours on Tuesday 6<sup>th</sup> September from 10 am to 3 pm. Contact the Department of Child Safety (4688 4063) for more information.

### Actions:

1. **Download** Version 5 of the Student Protection Mandatory Reporting Form from the CEO Intranet and **insert** into your Student Protection Manual.
2. **Complete and return** the Student Protection Contacts form to CEO following consultation with your SEO by **Friday 9<sup>th</sup> September**.
3. **Check** that all non-teaching employees and volunteers (including School Board members) have a **Blue Card** and ensure details for employees are forwarded to the SEO CEO.
4. **Plan** activities for **Child Protection Week** (4<sup>th</sup> – 10 September). Visit the NAPCAN website ([www.napcan.org.au](http://www.napcan.org.au)) for further information.

Thank you for following through with these actions and for continuing to create student safety in our school communities of care.

We hope that the term ends well for you.

Best regards

.....  
Ian Hunter  
Senior Education Officer:  
Staff and School Development  
[ian.hunter@twb.catholic.edu.au](mailto:ian.hunter@twb.catholic.edu.au)  
Ph: 46371409