



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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DIVISION	S&SD
AUDIENCE [Primary, Secondary, Composite]	All Principals
PRIORITY [Urgent, For Information, For Response, for Competition]	

CEO CIRCULAR 70/2005

To: ALL PRINCIPALS	File: 716.2
From: Margaret Hendriks	Date: 24/10/05
Pages: 1	Re: Student Protection Update (Oct)

Greetings,

As discussed at the recent Student Protection Risk Management Workshop at Principal's Meeting on 18 October, the materials for the implementation of Student Protection Risk Management Procedures for Diocesan Schools will be distributed early next year. Most policies and procedures are already in place in our schools. We will address any new requirements as materials are distributed.

In the meantime, there are two items for your attention:

1. **Staff Screening Procedures and Guidelines:** A copy of Section 3 Appendix 2 from the recently updated CEO Student Protection Procedures Manual which has been sent to the Office of Non State Schools for Accreditation is enclosed. Please familiarize yourself with these procedures and guidelines during any employment procedures at your school.

Particular attention is drawn to the following points which may be new for you:

- 6.3 Student Protection notices in employment **advertisements**.
- 8.2.1 **Reference checks** for new employees (See also Annexure E and F)
- 8.2.3 Teaching Staff **Screening Check** (See also Annexure B)

2. **Student Protection Risk Management Workshop** (Tuesday 8 November 2005, 1 to 4.30pm Toowoomba):

Thank you for following through with these actions. Please contact your SEO if any information is needed.

Every best wish for the end of year functions and activities.

Best regards

Margaret Hendriks
Head of Division: Staff and School Development