



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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DIVISION	S & SD
AUDIENCE [Primary, Secondary, Composite]	Principals & Student Protection School Contacts
PRIORITY [Urgent, For Information, For Response, for Competition]	Important

CEO CIRCULAR – 03 /2007

To: Principals & **File:** 716.2

Student Protection School Contacts

From: Margaret Hendriks **Date:** 22 January, 2007

Pages: 1 **Re:** Student Protection

Contact: Ian Hunter **Phone:** 4637 1409

Dear Principals and Student Protection School Contacts,

Greetings.

I hope that your Christmas break has been relaxing and refreshing and that you have a great start to the new School Year.

Please ensure that the items on the following Student Protection Checklist are brought to the attention of all staff at your school at the start of the year:

- The commitment of your school and all schools in the Diocese to providing students with safe school environments;
- In order to provide safe school environments, all staff are required to be familiar with the policy and procedures contained in the Diocesan Student Protection and Risk Management Kit in relation to the following four areas:
 - The different forms of 'harm' to a student.
 - How to recognise harm.
 - Appropriate adult-student relationships.
 - Reporting obligations and statutory requirements apply.
- The names and role of your Student Protection School Contacts
- Time, venue and arrangements for the Biannual All Staff Student Protection In-service this year.
- Arrangements for your school's internal Student Protection In-service this year.
- Arrangements for Student Protection Induction for all new staff this year.
- Any other local school policies and procedures in relation to Student Protection and Risk Management eg. school internet, mobile phone, camera policy; excursions policy; etc

Thank you for attending to this and ensuring that staff have the knowledge and skills needed to provide a safe environment.

At the Principals' Meeting on 13th February the following Student Protection resources, recently developed for use in the Toowoomba Diocese, will be distributed:

- "Integrity in Ministry: Principles and Standards for Staff in Catholic Schools" – a brochure for each staff member in the Diocese;
- "Induction for New Staff on Student Protection & Risk Management" – a powerpoint presentation including Questionnaire and Answer Sheet;
- "Student Protection Fact sheets" – a folder of one-page fact sheets for use at internal school in-service
- An updated sample version of a school internet use policy and accompanying letter to parents.

Please bring samples of any locally-developed school Student Protection resources with you to the Principals' Meeting as well as any questions or suggestions for continuing to improve and develop our provision of Student Protection and Risk Management.

Every best wish for the start of the New Year.
Regards,
Margaret Hendriks