



Catholic Education
Diocese of Toowoomba

Student Protection & Risk Management

Fact Sheet 1 February 2007

Role of Toowoomba Catholic Education Office Student Protection Officers

This fact sheet contains information about Toowoomba Catholic Education Office Student Protection Officers.

Student Protection in Toowoomba Catholic Education Office

The responsibility for ensuring compliance with Queensland State Government legislation in relation to Student Protection policy and procedures in Catholic schools in the Diocese of Toowoomba has been delegated to the Staff and School Development (SSD) section of the Toowoomba Catholic Education Office.

SSD staff members responsible for Student Protection include:

- Assistant Director, Staff & School Development; and
- Three Senior Education Officers who are the nominated Student Protection Officers for 11 schools each.

All members of this group have undergone extensive training and in-service in Student Protection legislation, policy and procedures. Access to independent, qualified and experienced Student Protection consultants is also used when needed.

The Student Protection Officer role is to:

- Maintain regular formal and informal communication with each school to ensure the ongoing integration of the Student Protection Policy in each school.
- Assist with the assessment of situations where there is a child related concern and/or allegation of harm and advise of appropriate action.
- Advise and train Principals in their legal obligation under section 146b of the Education (General Provisions) Act 1989.
- Ensure that where a child is in need of protection or care that the matter will be immediately referred to the

Department of Child Safety or the Juvenile Aid Bureau.

- In conjunction with the Principal, manage the process when concerns or allegations of child related harm against a person working at a school, both past and present, are received.
- Advise all who have the responsibility for the care and protection of the children at a school, on Student Protection matters.
- Inform the Director of the CEO Toowoomba or delegate, when a child-related concern or allegation of harm against a person working at the school, past or present, is reported.
- Support the Principal in the supervision and monitoring of student protection cases, seeking advice when considered appropriate from outside persons who have experience and expertise in student protection.
- Develop systems, practices and procedures for compliance with Church and civil law, and the Diocesan Student Protection and Risk Management policy.
- Ensure compliance with policy provisions, training, induction, and record keeping.
- Ensure internal audits take place regularly.
- Support the Principals in the implementation, the development of and conduct of staff training to achieve the required training outcomes.
- Ensure training and supervision for the School Student Protection Contacts occurs.
- Support the principles of privacy and the need for confidentiality.

Further information:

CEO Student Protection Officer 4637 1400