



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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

DIVISION	S & SD
AUDIENCE [Primary, Secondary, Composite]	Primary and Secondary
PRIORITY [Urgent, For Information, For Response, for Competition]	For information of all relevant staff

CEO CIRCULAR 013 / 2007

To:	All Principals, School Student Protection Contracts and CEO Staff	File:	716.2
From:	Margaret Hendriks	Date:	2 March, 2007
Pages:	5 Pages	Re:	1. Student Protection All Staff Inservice 2. Responses to Question from Principals Meeting – 13 February, 2007
Contact:	Ian Hunter	Phone:	4637 1409

Dear Principals and School Student Protection Contacts

Please check that all relevant staff are aware of the arrangements and information below.

1. Details of the 2007 Student Protection All Staff Inservice. (For all staff)
2. Responses to feedback questions from Student Protection Items at Principals' Meeting 13 February, 2007. (For Principals)

Contact your Senior Education Officer if further information is needed.

A final checklist in preparation for the Inservices will be forwarded closer to the date.

Yours sincerely

Margaret Hendriks
Assistant Director
Staff and School Development

1. STUDENT PROTECTION ALL STAFF INSERVICE

Biennial Student Protection All Staff Inservice – 16 April, 2007

LOCATION	TIME	VENUE	FACILITATORS
Warwick	10am – 2pm	RSL Warwick – Cnr Albion and King Streets	Bev Patterson Peter Lynam Peter Ahloy
Dalby	10am – 2pm	Dalby Presbyterian Church and Hall – Cnr Condamine & Patrick Streets (opposite Coles)	Suzanne Brooks Ian Hunter Leon Reinke
Toowoomba	9am – 1pm	Church of Christ, 461 Hume Street, Tmba	Anne Czekanski Chris Fry Leon Reinke

Biennial Student Protection All Staff Inservice – 9 July, 2007

LOCATION	TIME	VENUE	FACILITATORS
Roma	10am – 2pm	Explorers Inn, Warrego Highway, Roma	Bev Patterson Peter Lynam Cory Schmidt
Charleville	10am – 2pm	To be advised	Anne Czekanski Chris Fry Leon Reinke
Toowoomba	9am – 1pm	Cathedral Centre, Neil Street, Toowoomba	Suzanne Books Ian Hunter Peter Ahloy

Inservice Focuses:

1. Strategic Planning and Risk Management for Child Safe Schools
2. School Renewal
3. "Surfing Safely"

Process:

1. **"Surfing Safely"** – latest presentation from Task Force Argos on Internet Safety
2. **Creating the Vision** – What does your school look like, sound like and feel like when it is a child friendly and child safe environment? (mixed staff groups)
3. **Making it Real** – Identifying potential risks and risk management strategies for your school (school staff groups)

4. Where to from here? – Each school with a student protection risk management strategy

What to Bring: Felt Pen for each person

2. RESPONSES TO FEEDBACK QUESTIONS FROM STUDENT PROTECTION ITEMS AT PRINCIPALS' MEETING 13 FEBRUARY, 2007.

TO: PRINCIPALS
FROM: IAN HUNTER

1. 2007 IN-SERVICE FOR ALL STAFF:

QUESTIONS:

- *Exactly who are to attend the in-services?*
Under legislation, all staff are required to be in-serviced by the system in Student Protection (SP) every two years. We want all contracted staff – including part-time employees; school officers; gardeners; etc - to attend and we are asking Principals to ensure that all staff are supported and encouraged to be present. If this is not possible with an individual staff member, the minimum alternative would be documented completion of the recently-released Student Protection Induction powerpoint.
Remember also that we will be compiling an attendance register and that schools should also have a SP in-service register in operation. One of the first questions that will be asked by the police in an investigation is: "Has this staff member attended SP in-service?"
- *Relief teachers?*
Relief teachers are not required to attend these in-services. However, this would be an opportune time to check that all relief staff have received or are receiving school-based SP induction. Having said this, if regular relief teachers wish to attend, they would be most welcome.
- *Volunteer staff?*
"As for Relief Teachers above"
- *Who will man the phone/office?*
No one would need to be in the school office. As with holiday breaks, etc, advice could be given well in advance that the school office will not be open on this day. A message could also be left on the office answering machine and an emergency mobile phone contact number provided if needed.
- *Some staff to do different days for in-service?*
This is an arrangement that could work for schools in Toowoomba that are doing the in-service on 16th April ie. an individual who is unable to attend on the 16th April could attend the in-service on 9th July. As the program involves staff working in school groups for some of the sessions, it is much more beneficial for staff to attend with their school group.
- *Can we close the school?*
Yes the school will need to be closed for the day with advance warning given to parents; a message left on the school office answering machine and an emergency mobile phone contact number provided if needed.
- *What to do with those who do not attend eg. sick, on leave, refuse to go?*
Record details on your school SP In-service Register. The minimum follow up required with those who are sick or on leave would be documented completion of the SP Induction powerpoint. Normal staff discipline procedures would apply if a staff member refused to attend.
- *Transport costs (for Roma)?*
CEO is bearing the brunt of the cost for providing the in-services (venue, food, presenters, etc) in support of staff and Principals. Schools are responsible for their own transport arrangements.

2. INTEGRITY IN RELATIONSHIPS BROCHURE: QUESTIONS:

- *Need copies of Teacher in a Catholic School*

Contact your SEO if extra copies are needed.

- *Need copies of Code of Ethics (College of Teachers)*

The Queensland College of Teachers still uses the former Board of Teacher Registration "Ethical Standards for Teachers" brochure. Copies are available from your SEO or on the College of Teachers' website.

3. INDUCTION FOR NEW STAFF POWERPOINT: QUESTIONS:

- *Classification of "New Staff"?*

If a staff member is new to your school they are a "New Staff" member who is required to undergo New Staff SP Induction within a reasonable time of their commencement at the school. This applies to all teaching and non-teaching staff.

4. STUDENT PROTECTION FACTSHEETS: QUESTIONS:

- *No questions asked.*

5. CODE OF CONDUCT – STUDENTS AND TECHNOLOGY: QUESTIONS:

- *There is an acceptable user policy template on the intranet that schools have adapted. Can these be added to or cross checked against that template to save schools reinventing?*

The acceptable user policy template is provided on the CEO intranet (OHS site) along with other internet use resources for schools to use in adapting and developing their own school policies in this area. The "Code of Conduct – Students and Technology" page along with the sample letter to parents and teachers has now been added to the intranet resource list. While some elements of the "Code..." and the intranet template do overlap, each school would still need to review their individual internet/technology policy in light of the latest resources.

- *Not having a school board, do I take this to the P&F for their thoughts?*

This material would be well worth sharing with P&F gatherings irrespective of whether there is a school board currently in operation or not.

6. BLUECARD UPDATE: QUESTIONS:

- *What about Board members – do they still need it?*

The current legislation is that all Board members need a volunteers' Blue Card except if they are parents of current students or registered teachers employed at the school. There is no fee involved with the volunteers' Blue Card, however, volunteers need to have the card before working on the Board. This is different to the requirement for potential employees who only need to have evidence of application for a Blue Card before commencing work.

- *Seems too complicated for some staff members eg. teacher who is employed as a teacher aide?*

"Blue Card Update: As a result of Principal's questions at the Principals' Meeting (13.2.07) and further advice on interpretation of the Commissions' latest rulings in relation to which employees need a Blue Card, the CEO is now implementing the following guideline:

A registered teacher, employed in a non-teaching position in a school, does not need a Blue Card.

This is a change from the previous procedure requiring registered teachers, employed in a non-teaching position in a school, to have a Blue Card. Our advice is that this latest change of interpretation by the Commission could be the result of tighter controls and checks being implemented by the Queensland College of Teachers in the teacher registration process.

Please contact your SEO for advice if a particular person's situation is not clear for you.

- *Visiting family members of staff – do they need a blue card?*

This would depend on the purpose of the visit. Please contact your SEO for advice if there is a particular situation that is not clear for you. Alternatively, the link to the latest information on Blue Cards from the Commission for Children and Young People and Child Guardian can be found on the Student Protection site on the CEO intranet.

- *Teaching staff who also take State School sport during school hours do they need a blue card?*

If the activity involves children from their own school there is no need for a Blue Card. Contact your SEO for advice if there is a particular situation that is not clear for you.

- *Can the ruling on teachers who work in other roles requiring blue cards be changed?*
See response above.
- *Send reminders to all schools to send in update of School Bluecard Register to CEO at the start of each term?*
Yes, we are endeavouring to do this. Thank you to those who have been sending in their updates at the start of each term as requested.

**7. HOMESTAY RISK MANAGEMENT:
QUESTIONS:**

- *What about Japanese students within an organisation?*
Whoever is organising the homestay would be responsible for the risk management. If the school is involved in organizing the homestay arrangements, then the school would need to have risk management strategies documented and in place.

**8. CHILDREN IN CARE OF THE STATE FUNDING PROGRAM:
QUESTIONS:**

- *Need easier way of communication with childcare workers/avenues to contact them etc*
Approaches have been made at local and State level to improve access to caseworkers for the purpose of having Education Support Plans (ESP) completed. Meetings are required to be held within one month of enrolment of a child in care of the State. If you are unable to arrange a meeting, our suggestion is that the school draw up the ESP and have the caseworker sign a faxed copy of the form. The important issue is to get the ESP drawn up and operating for the benefit of the child and so that allocated funds can be acquitted.
- *Need PD in compiling documentation.*
The ESP is a two-page document. Guidelines have been provided to all schools. If further assistance is needed, contact your SEO for advice.
- *The information about the process for application of funding was not clearly delivered – very confused about this.*
Funding is distributed automatically from CEO to schools with identified enrolments for children in care of the State. As such, the process for applying for funding is simply dependent on making sure your enrolment is identified in the QCEC census return in March and the Commonwealth Census return in August. These census returns are what QCEC use to allocate funds, on a per capita enrolment basis, to each Diocese.
If anyone is not clear what to do in a particular case, contact your SEO for further advice.

9. OTHER QUESTIONS/SUGGESTIONS:

- *Who answers the phone when everyone is away at in-service?*
This question has been answered – refer to the third dot point under 1. 2007 IN-SERVICE FOR ALL STAFF above.

NB: These questions and responses are necessarily brief and may not accurately reflect the full intention of the original question or response being asked for. If this is the case, SEO's are available to provide further advice on how to address a particular issue at your school.