



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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

CEO CIRCULAR – 049/2007

To:	Principals, Student Protection contacts	File:	716.20
From:	Margaret Hendriks	Date:	30 July 2007
Pages:	2	Re:	Update on In-service for Student Protection School Contacts
Contact:	Ian Hunter	Phone:	4637 1400

Following are the final details for this year's In-service for Student Protection School Contacts:

1. IN-SERVICE DATES AND VENUES:

Wednesday 15th August	3pm - 5pm	Cunnamulla (Sacred Heart School)	Numbers: 2
Thursday 16th August	10am - 12pm	Quilpie (St Finbarr's School)	Numbers: 2
Thursday 16th August	3pm - 5pm	Charleville (St Mary's School)	Numbers: 2
Friday 17th August	11am - 1pm	Roma (St John's School) (Roma, Mitchell, Taroom, St George)	Numbers: 8
Monday 20th August	9am - 11am	Toowoomba (Chamley St) (MM, SSP, SSC, MD, HN, STM, SH, SA, OLOL, SMC, SJC, YCLC, Millmerran, Stanthorpe)	Numbers: 30
Thursday 23rd August	11am-1pm	Dalby (St Mary's College) (Dalby P&S, Chinchilla, Tara, Goondiwindi, Oakey)	Numbers: 12
Friday 24th August	10am-12pm	Warwick (Warwick P&S, Allora, Clifton, Pittsworth, Inglewood)	Numbers: 12

2. TOPICS COVERED:

- Student Protection Risk Management Strategy for each school
- The role of the Student Protection School Contact
- Definitions: inappropriate or harmful? reasonable suspicion; bullying
- Receiving disclosures – what to say/do & what not to say/do
- Paperwork and forms
- Making reports to DOCS & police

- How to assist staff
- Scenarios & role plays

3. WHAT TO BRING:

- Diocesan Student Protection & Risk Management Kit (Orange folder)
- School Student Protection Risk Management Strategy (completed or not)
- Any questions or scenarios for discussion

4. OTHER ITEMS:

- Teacher Replacement is available if needed (TRS forms will be available on the day)
- Principals do not need to attend, unless you are a designated SP School Contact, or you wish to attend.
- Please contact Ian Hunter (4637 1409) if any further information about the In-service is needed.

Margaret Hendriks
Assistant Director
Staff & School Development