

**STUDENT PROTECTION UPDATE
PRINCIPALS' MEETING**

Chinchilla 16.10.07

1. **BLUE CARD REGISTER UPDATES:** **Done:**__ **To do:**__
 - Blue Card Register Updates will now be processed regularly by a CEO pay office member (currently Carol England) phoning the school when individual staff Blue card renewals are due.
 - The previous system of sending in Blue Card Register Updates to your SEO each Term will no longer be required.
 - Photocopies of all staff Blue Card Applications and Blue Cards issued should be kept by the school and copies forwarded to your SEO.
 - See the Blue Card Information Sheet attached for 'Procedures for Processing *Blue Cards*, *Blue Card* Applications, *Blue Card* Registers and Employment Documentation'
 - **Action:** *Advise school staff member responsible for School Blue Card Register of the new Blue Card procedures (copy attached)*

2. **STUDENT PROTECTION FACT SHEETS:** **Done:**__ **To do:**__
 - Copies of Student Protection Fact Sheets No.12 – 15 are attached.
 - Electronic copies of all SP Fact Sheets are available on the CEO intranet site/student protection/resources
 - The Fact Sheets are intended for use during internal School Student Protection In-service for staff.
 - **Action:** *Give a copy of Fact Sheets 12-15 to SP School Contacts for their information. Use the Fact Sheets for internal school SP in-service.*

3. **SP RISK MANAGEMENT STRATEGY:** **Done:**__ **To do:**__
 - Several schools have completed their Strategy and returned a copy to CEO
 - Please ask for assistance if needed
 - **Action:** *Ensure that your school's Strategy is completed and returned to CEO by Friday 30th November.*

4. **EDUCATION SUPPORT PLANS:** **Done:**__ **To do:**__
 - By legislation, schools are required to have Education Support Plans (ESPs) for Children in Care of the State completed within a month of the child's enrolment.
 - **Action:** *Ensure that a copy of your completed ESPs have been sent to your SEO.*

5. **UPDATE 10: PARTIES AND STUDENT SAFETY:** **Done:**__ **To do:**__
 - A copy of Suzanne Brook's latest update is attached FYI. Many schools are already proactive in this area.
 - **Action:** Use for School Newsletters if needed.

6. **PLANNING FOR 2008:** **Done:**__ **To do:**__
 - **Action:** *Ensure that the following items are included in staff in-service at the start of 2008:*
 - 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
- Arrangements for your school's internal Student Protection In-service this year. (The next systemic In-service will be in 2009)
- 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

7. CONGRATULATIONS AND THANK YOU AGAIN FOR YOUR ASSISTANCE AND COOPERATION IN PROVIDING SAFE SCHOOL ENVIRONMENTS THROUGH STUDENT PROTECTION IN 2007.