



**Fact Sheet 14**

**October, 2007**

**Toowoomba Catholic Education school staff student protection responsibilities**

This fact sheet outlines Toowoomba Catholic Education schools staff roles and responsibilities to ensure efficient processes are in place to deliver an appropriate response to student harm/abuse and neglect.

Toowoomba Catholic Education staff must be aware of the four categories of harm to students listed below:

- 1. Harm to students by employees/volunteers**
- 2. Harm to students by someone outside Toowoomba Catholic Education schools**
- 3. Harm to students by other students**
- 4. Student self-harm**

**Individual school staff are responsible for:**

- Being aware of Toowoomba Catholic Education's student protection policy and reporting processes
- Reporting immediately any reasonable suspicion that a current school employee has sexually abused a current student by making a written report to the school Principal or the Director of Toowoomba Catholic Education Office (or delegate). (Sexual Abuse Mandatory reporting requirement – *Education (General Provisions) Act 1989 s. 146B.*)
- Reporting any reasonable suspicion that a school employee has harmed a student or is at risk of harming a student to the school principal or the Director of Toowoomba Catholic Education Office (or delegate)
- Reporting any reasonable suspicion that an employee has acted inappropriately towards a student or is at risk of acting inappropriately towards a student to the school principal or the Director of

Toowoomba Catholic Education Office (or delegate)

- Reporting any reasonable suspicion of harm or risk of harm to students from anyone outside the school to the principal or School Student Protection Contact
- Reporting any reasonable suspicion of harm or risk of harm to students by other students to the school principal or School Student Protection Contact
- Reporting any reasonable suspicions of student self-harm or risk of self-harm to the school principal to School Student Protection Contact
- Keeping appropriate records in relation to suspicions of harm or risk of harm to students
- Ensuring confidentiality

**Principals are responsible for:**

Upon receiving an allegation of harm or suspected harm to a student from any source, or inappropriate behaviour to a student by an employee, the principal will determine as quickly as possible the category of response required and the appropriate procedure to be followed.

The principal will:

- Report immediately to the police if the allegation is of suspected sexual abuse or sexual abuse or other harm of a student by an employee
- Co-ordinate locally and send in a completed Mandatory Reporting Form to the Senior Education Office when assessment and intervention is completed

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- Report to the Director Catholic Education Office Toowoomba (or delegate) in cases of suspected inappropriate behaviour to students by an employee
- Report to the relevant state authority in cases of suspected harm or risk of harm to a child/students (Send copy of form into the Senior Education Officer after reporting harm to relevant state authority)
- Keep appropriate records in relation to suspicions of harm or risk of harm to students
- Ensure that any staff member involved in a student protection case is provided with opportunities for support and debriefing
- Ensure students are appropriately supported
- Ensure confidentiality

**(Note:** If unsure harm has occurred to a student or is at risk of occurring contact the Student Protection Officer for assistance with further assessment)

- Demonstrate how school staff are aware of Toowoomba Catholic Education Office's reporting processes by ensuring all staff have received student protection in-service
- Ensure that student protection reporting processes are readily accessible by staff and students
- Ensure that the student reporting process (Feeling Safe Strategy posters) are

displayed prominently throughout the school

- Ensure that students are made aware of these reporting processes and be able to demonstrate how they know them
- Be able to demonstrate how reporting processes have been followed (eg incident reports, forms completed)

**School Student Protection Contacts are responsible for:**

- Receiving allegations/complaints of harm or suspected harm to students either from other staff or students
- Informing the principal of allegation/complaint received
- Reporting to a relevant state authority if appropriate
- Keeping appropriate records in relation to suspicions of harm to students or risk of harm to students
- Ensuring confidentiality

**Further information:**

CEO Student Protection Officers 4637 1400