



**CATHOLIC EDUCATION OFFICE  
DIOCESE OF TOOWOOMBA**

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<b>DIVISION</b>	S & SD
<b>AUDIENCE</b> [Primary, Secondary, Composite]	Principals & Student Protection Contacts
<b>PRIORITY</b> [Urgent, For Information, For Response, for Competition]	Important

## CEO CIRCULAR – 001 /2008

To: Principals & Student Protection File: 716.2

School Contacts

From: Margaret Hendriks Date: 21 January, 2008

Pages: 1 Re: Student Protection

Contact: Ian Hunter Phone: 4637 1409

Dear Principals and Student Protection School Contacts,

Greetings.

I hope that your Christmas break has been relaxing and refreshing and that you have a great start to the new School Year.

Please ensure that the items on the following Student Protection Checklist are brought to the attention of all staff at your school at the start of the year:

- 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 (teaching and non-teaching) 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.
- All staff should have a copy of and be familiar with the Integrity in Relationships brochure which outlines principles and standards for staff in Catholic Schools of the Diocese.
- The names and role of your Student Protection School Contacts
- Arrangements for your school's internal Student Protection In-service this year.
- 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

Thank you for attending to this and ensuring that staff have the knowledge and skills needed to provide a safe environment.

At the Principals' Meeting on 14<sup>th</sup> February further updates on Student Protection resources and developments will be shared.

Please bring samples of any locally-developed school Student Protection resources with you to the Principals' Meeting as well as any questions or suggestions for continuing to improve and develop our provision of Student Protection and Risk Management.

Every best wish for the start of the New Year.

Regards,

Margaret Hendriks