

AGENDA : SEO meeting Friday, 19<sup>th</sup> February, 2009.

\*Staffing – are there schools which are over schedule? Are there any problems or difficulties?

\*Protocols for communication: SEO to Asst. Director: S and S D.

\*Arrange a time to meet through the admin assist if needed during the week. Matters to be discussed can be any issue which is a problem to you or you make a judgement that I need to be informed of matters which could have legal or industrial ramifications. Also, for planning purposes you might wish to advise of staffing needs for the following year or workload issues requiring extra resourcing. Other?

\*Student Protection: Mandatory reporting should occur as per the manual. If any reports concern staff members this information should be conveyed to the Asst Director: S and S D.

\*PD: If you find that you need more inservice in particular areas you should advise and the opportunity will be provided if possible.

\*Records: Central filing system. Working records of school matters that you are currently engaged with can be kept in your filing cabinet. Once finished, they should be put out for filing on the school file. If you keep this happening regularly it will save a big task for the filing clerk. Make sure that any legal or industrial matters are sent to Kathy Sperling for filing if of a highly confidential nature. Other matters related to individuals should be referred to personnel for filing on personal files.

Electronic record keeping. Emails of importance should be filed under the school name or Principal's name. We should be saving to P drive.

\*Communication with Director: Unless the matter is private or highly confidential, I should be cc on the email. Since the Director often seeks information from me in relation to matters in schools, I need the SEO to keep me fully informed on school matters that are important. (Email will suffice. I always respond to the email in some way, so if there is no response feel free to make further contact).

\*Communication with other Asst Director's: I appreciate a cc.

\*Undertaking projects, tasks, school visits: No tasks, itineraries, projects etc should occur without my approval. Workload should be assigned by myself not by others. If you are requested to undertake a task for another person, that request should firstly be approved by myself.

\*Requests to phone businesses to inquire about payment of accounts should be referred back to the finance team. The exception would be if, you are the best person to make the enquiry. Otherwise, enquiries should be made by the finance staff.

Communication from the Asst D: S and S D with the SEO:

\*Any complaints or issues related to school management will, in the first instance be referred to the SEO. How the matter will be investigated will be decided and a course of action outlined.

\*If matters are across teams, then emails will be cc to the relevant person. It is important that the SEO communicates when necessary with other staff across teams. If you are requesting an investment of time from other team members that request should go through the Asst Directors.

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To: Margaret Hendriks  
From: Ian Hunter  
Re: PACT Conference Report  
Date: 31.3.09

## REPORT

The Protecting All Children Today (PACT) Conference 2009 was held at the Sebel & Citigate in Brisbane 25-27 March 2009. Major sponsors included: Commission for Children and Young People and Child Guardian; Department of Child Safety; Department of Justice and Attorney-General; and Community Benefit Fund. PACT09 continued with the 2006 conference theme, "From little things, big things grow" as it facilitated the exploration of a diverse range of issues associated with the protection and well being of children and young people.

Three main themes were addressed:

- Á Justice: contemporary research and practice relating to children in the justice system.
- Á Proactive Education: proactive child protection approaches and preventative programs.
- Á Therapeutic Intervention: models of therapeutic support and intervention.

Keynote addresses alternated with choices of workshops in each of the theme areas. My choice was to mainly attend the Proactive Education workshops.

I found the Conference to be extremely interesting, challenging, relevant and worthwhile. A copy of the program is attached. Conference presentations will be posted on the PACT09 website in due course. Apart from the benefits of networking with other participants, some key insights and learnings are listed below:

- Á **New Protective Behaviours Program:** Kim Jackson (QPS Project Officer) is finalizing details of a new Protective Behaviours program *Empowering Children to be Safe – vital information for parents, teachers and other concerned adults* which is due for release June 2009. From Kim's presentation this looks to be an excellent program reflecting the latest approaches to protective behaviours. Key concepts used include: I am special, so are you; Safety is my right; My body belongs to me; and I can get help. Kim has promised to send me an advance copy of the program.
- Á **Mandatory Reporting for Child Abuse and Neglect:** This panel discussion debated the strengths and weaknesses of mandatory reporting and its effect on child safety protection for children. Much of the discussion reflected issues raised in my ACU assignment on Mandatory Reporting. Some points discussed included:
  - Á Great variety in mandatory reporting requirements between countries and between States in Australia;
  - Á Legislation, training, compliance and organizational cultural are all significant;