



**CATHOLIC EDUCATION OFFICE  
DIOCESE OF TOOWOOMBA**

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<b>DIVISION</b>	S & SD
<b>AUDIENCE</b> [Primary, Secondary, Composite]	Primary and Secondary
<b>PRIORITY</b> [Urgent, For Information, For Response, for Competition]	For information of all relevant staff and parents

## CEO CIRCULAR 021/ 2009

<b>To:</b>	All Principals, School Student Protection Contracts and CEO Staff	<b>File:</b>	716.2
<b>From:</b>	Margaret Hendriks	<b>Date:</b>	24 March, 2009
<b>Pages:</b>	5 Pages	<b>Re:</b>	1. Student Protection All Staff Inservice 2. Student Protection Parent Sessions
<b>Contact:</b>	Ian Hunter	<b>Phone:</b>	4637 1409

Dear Principals and School Student Protection Contacts

***Please check that all staff and parents are aware of the arrangements and information below.***

1. Details of the 2009 Student Protection All Staff Inservice. (For all staff)
2. Details of the 2009 Student Protection Parent/Caregiver Sessions (For all parents/caregivers)

Contact your Senior Education Officer if further information is needed.

Yours sincerely

Margaret Hendriks  
Assistant Director  
Staff and School Development

## 1. STUDENT PROTECTION ALL STAFF INSERVICE

### *Biennial Student Protection All Staff Inservice – 20 April, 2009*

LOCATION	TIME	VENUE	FACILITATORS
WARWICK	10am – 2pm	RSL Warwick – Cnr Albion and King Streets Warwick	John Coman Childwise (Jacqui Morse)
<b>Schools Attending Warwick Session:</b> St Mary's Warwick, Assumption College, Clifton, Inglewood, Stanthorpe and Allora			
DALBY	10am – 2pm	Dalby Presbyterian Church and Hall – Cnr Condamine & Patrick Streets (opposite Coles) Dalby	Michael Cash Childwise (Fiona Williams)
<b>Schools Attending Dalby Session:</b> OLSCC Dalby, Chinchilla, Tara and Oakey			
TOOWOOMBA	9am – 1pm	Downlands College, 72 Ruthven Street, Toowoomba	Ian Hunter Childwise (Karen Flanagan)
<b>Schools Attending Toowoomba Session:</b> Highfields, Holy Name, St Anthony's, Sacred Heart, Our Lady of Lourdes, St Joseph's College, YCLC, St Thomas More's, Millmerran and Downlands			

### *Biennial Student Protection All Staff Inservice – 13 July, 2009*

LOCATION	TIME	VENUE	FACILITATORS
ROMA	10am – 2pm	Explorers Inn – Warrego Highway Roma	TBA Childwise (Jacqui Morse)
<b>Schools Attending Roma Session:</b> Roma, Mitchell, Taroom, St George			
CHARLEVILLE	10am – 2pm	RSL Charleville – 37 Watson Street Charleville	TBA Childwise (Fiona Williams)
<b>Schools Attending Charleville Session:</b> Cunnamulla, Charleville, Quilpie			
TOOWOOMBA	9am – 1pm	Downlands College, 72 Ruthven Street, Toowoomba	Ian Hunter Childwise (Karen Flanagan)
<b>Schools Attending Toowoomba Session:</b> the primary [redacted] St Mary's College, Mater Dei, St Saviour's College, Pittsworth, Downlands, Goondiwindi + 6 Staff from St Joseph's College			

**Inservice Focuses:**

1. New Staff Code of Conduct
2. Professional Boundaries in Staff – Student Relationships

**Process:**

1. Welcome and Prayer
2. Staff Code of Conduct – Review of key aspects of Code – copies of Code for all staff
3. Professional Boundaries in Staff-Student Relationships – Presentation by Childwise, exploring the implications of the Code of Conduct in creating child-safe schools; protective practices for staff; and various school based scenarios.

**NB:**

1. **What to Bring:** Pen for each person
2. **Posters** to advertise the Staff In-service will be emailed shortly to schools

**2. STUDENT PROTECTION PARENT SESSIONS*****Child Abuse Awareness Sessions for Parents/Carers – Sunday, 19 April, 2009***

LOCATION	TIME	VENUE	FACILITATORS
WARWICK	6.30 pm – 8.00 pm	Assumption Secondary College, 6 Locke Street, Warwick	P & F Assoc Childwise (Jacqui Morse)
DALBY	6.30 pm – 8.00 pm	Our Lady of the Southern Cross College, 2 Nicholson Street, Dalby	P & F Assoc Childwise (Fiona Williams)
TOOWOOMBA	6.30 pm – 8.00 pm	Downlands College, 72 Ruthven Street, Toowoomba	P & F Assoc Childwise (Karen Flanagan)

**Child Abuse Awareness Sessions for Parents/Carers – Sunday, 12 July, 2009**

LOCATION	TIME	VENUE	FACILITATORS
ROMA	6.30 pm – 8.00 pm	St John's School, Bowen Street, Roma	P & F Assoc Childwise
CHARLEVILLE	6.30 pm – 8.00 pm	St Mary's School, 66 Watson Street, Charleville	P & F Assoc Childwise
TOOWOOMBA	6.30 pm – 8.00 pm	Downlands College, 72 Ruthven Street, Toowoomba	P & F Assoc Childwise

**NB:**

1. Use the attached flyer to inform parents/caregivers of the "Keeping Your Children Safe" sessions in your local area. A School Newsletter insert should be included now followed by a reminder in the last week of Term 1. Complete when and where as appropriate for your school on the flyer. (NB: The flyer will be emailed to all Principals as a word document so that the changes can be made).
2. In country venues (Warwick, Dalby, Roma and Charleville) the Diocesan P & F Association intends inviting Catholic and non-Catholic school parents.
3. In Toowoomba Catholic school parents from Toowoomba and centres near Toowoomba are invited to attend either session at Downlands (ie 19 April or 12 July), irrespective of when their school is attending the All Staff Student Protection Inservice.
4. Contact details for Toowoomba Diocesan Parents and Friends:

Paul Lynch  
[pblynch@bigpond.com.au](mailto:pblynch@bigpond.com.au)  
 Phone: 4691 0003



# Keeping Your Children Safe

## Child Abuse Awareness Sessions for Parents/Carers and others looking after children

**Toowoomba Catholic Education office invites you to attend a free information session facilitated by Child Wise, to learn about protecting children from harm and abuse.**

**The sad reality is that every 2 minutes a case of child abuse is reported in Australia and 1 in every 4 girls and 1 in every 7 boys will experience sexual abuse in their childhood.** (Australian Institute of Criminology, 2000)

The most important tool to protect your children is information. These sessions will be delivered by highly qualified child protection specialists and will provide important and practical information on:

- The definitions and indicators of child abuse
- What is normal childhood development?
- How you can protect your children in the community and on the internet
- The tricks that sex offenders use to gain access to abuse children
- What you can do if you suspect a child is being abused
- How you can talk to your children about safety and speaking up when they need to
- How to select a child safe organisation and activity for your child, e.g. sports, clubs, etc

**When:**

**Time: 6.30pm - 8pm**

**Where:**

**Who should attend?** Parents, carers, grandparents and anyone who works or volunteers with children and young people.

**For more information on the facilitators, Child Wise go to [www.childwise.net](http://www.childwise.net)**

## 2009 STUDENT PROTECTION PARENT SESSION AND ALL STAFF IN-SERVICE

RUNNING SHEET - as of 6.4.09

### SUNDAY 19<sup>TH</sup> APRIL 2009

am Childwise presenters travel Melbourne – Brisbane & Brisbane – Toowoomba (hire car)

3pm *Childwise* presenters arrive at CEO Margaret St from Brisbane

- John Coman & Jacqui Morse travel to **Warwick**  
Coachman's Inn 91 Wood St Warwick 4660 2100
- Michael Cash & Fiona Williams travel to **Dalby**  
Dalby Manor Inn 18 Drayton St Dalby 4662 1011
- Ian Hunter & Karen Flanagan stay in **Toowoomba**  
Applegum Inn 41 Margaret St Toowoomba 4632 2088
- Julie arranging: Sign on sheets; biros; blue tack; Code of Conduct booklets; stop signs; gifts for presenters

6.30pm – 8.00pm *Childwise* Parent Session: Keeping Your Children Safe

- Warwick Assumption College
- Dalby Our Lady of the Cross College
- Toowoomba Downlands College
- P&F Association arranging venue, refreshments, introduction to session, thank you

### MONDAY 20<sup>TH</sup> APRIL 2009

Warwick 10am – 2pm RSL Warwick Cnr Albion & King St Warwick

Dalby 10am – 2pm Dalby Presbyterian Church and Hall Cnr Condamine & Patrick St Dalby

Toowoomba 9am – 1pm Downlands College 72 Ruthven St Toowoomba

- See STUDENT PROTECTION ALL STAFF INSERVICE 2009 POWERPOINT & NOTES
- See PROFESSIONAL BOUNDARIES IN ADULT-STUDENT RELATIONSHIPS POWERPOINT
- Engage Principal or staff member to thank presenter and give gift

1pm Ian and Karen travel to Airport Brisbane

2pm John and Jacqui travel to CEO Toowoomba

Michael and Fiona travel to CEO Toowoomba

3.30pm Jacqui and Fiona travel to Airport Brisbane (in hire car)

Contacts:	Childwise	Jacqui Morse (National Training Coordinator) 03 9645 8911
		Karen Flanagan 0408 008 853
		Fiona Williams
	CEO	Julie Willett 4637 1479
		Ian Hunter 0427 672 035
		John Coman 0448 188 852
		Michael Cash 0428 793 718
		Chris Fry 0428 884 196
		Margaret Hendriks 0417 195 084