

DEPUTIZERS INSERVICE – TOOWOOMBA

Wednesday 5th August 2009

Venue: CEO Charnley St Toowoomba

9.30am	Welcome and Prayer Introductions Purpose of the day	<i>Ian</i>
9.45am	Deputizer's Role Tips for Deputizers Feedback from 2008 Inservice Deputizers' questions	<i>Ian</i>
10.45am	Morning Tea	
11.15am	Legal matters: <ul style="list-style-type: none">• Student Protection (roles and duties)• Critical Incidents (policy and procedure)• Excursions (policy/risk management/procedure)	<i>Ian</i> <i>Margaret</i> <i>Chris</i>
12.30pm	Lunch	
1.00am	Conflict Management: <ul style="list-style-type: none">• Difficult staff (difficult conversations/unsatisfactory performance process)• Difficult parents (complaints policy/suspension and expulsion)• Difficult students (behavior management/bullying/Overview of Procedures for Special Needs Committees)	<i>Chris</i> <i>Ian</i> <i>Margaret</i>
	Feedback and Evaluation	
2.00pm	Finish	