

ROLE SPECIFIC STUDENT PROTECTION DUTIES

School Student Protection Contacts are nominated by the School Principal and are endorsed in consultation with the Student Protection Officer. Contacts will:

- Ensure that all persons working in the school as well as parents/caregivers and students are informed of who the Student Protection Contacts and the Student Protection Officer are and provide contact information (eg. Posters, newsletters, brochures etc);
- Assist those working in the school and parents/caregivers and students when concerns or disclosures of student related 'harm' are brought to their notice;
- Assist the Principal (if required) to ensure that all paid staff of the school are advised of and trained in the obligations under s. 146B of the *Education (General Provisions) Act 1989* and the Diocesan Board Student Protection Policy;
- Ensure that all persons working within the school know how to access the Student Protection Policy and Procedures;

NOTE: Student Protection Contacts do not investigate allegations of 'harm'. Investigations of suspected or alleged 'harm' will be conducted by officers of the Department of Child Safety and/or the Police who are authorised to carry out such investigations.

- Assist the Principal in ensuring each person working within the school knows the reporting requirements of the Diocese of Toowoomba Catholic Education Office and are familiar with the Report Forms A and B to be completed when student related "harm" is suspected or disclosed;
- Ensure relevant documentation as required is forwarded to the Student Protection Officer in compliance with the requirements of this Policy, if documentation is provided to them;
- Assist the Principal to ensure support is provided for all implicated when student related 'harm' is alleged or disclosed;
- Assist the Principal and Student Protection Officer to organise staff training in student protection and personal safety. Where appropriate and with the approval of the Student Protection Officer, conduct staff training;
- Attend training provided by the Student Protection Officer and other professional development opportunities in the area of student protection as required;
- Meet with the Student Protection Officer concerning student related 'harm' during the annual school visit or as deemed to be required; and
- Support the principles of privacy and the need for confidentiality.

Student Protection Officers (Catholic Education Office) have delegated responsibility to ensure compliance with the Student Protection Policy and procedures and will:

- Maintain regular formal and informal communication with each school to ensure the ongoing integration of the Student Protection Policy in each school.
- Assist with the assessment of situations where there is a child related concern and / or an allegation of *harm* by a person/s working at the school, and advise of appropriate action.
- Advise and train all Principals in their legal obligation under section 146b of the *Education (general Provisions) Act 1989*.

- Ensure that where a child is in need of protection or care that the matter will be immediately referred to the Department of Child Safety or the Juvenile Aid Bureau.
- In conjunction with the Principal, manage the process when concerns or allegations of child related *harm* against a person working at a school, both past and present, are received.
- Advise all who have the responsibility for the care and protection of the children at a School, on Student Protection matters.
- Inform the Director or delegate of the Catholic Education Office Toowoomba when a child related concern or allegation of *harm* against a person working at the school, past and present is reported.
- Support the Principal in the supervision and monitoring of student protection cases, seeking advice when considered appropriate from outside persons who have experience and expertise in student protection.
- Develop systems, practices and procedures for compliance with Church and civil law, and this policy.
- Ensure compliance with policy provisions, training, induction, record keeping.
- Ensure internal audits take place regularly.
- Support the Principals in the implementation, the development of and conduct of staff training to achieve the required training outcomes.
- Ensure training and supervision for the School Protection Contacts occurs.
- Support the principles of privacy and the need for confidentiality.

The School Principal will:

- Acquire a full understanding of the policy, legislation and the Church stance relevant to student protection.
- Ensure that his or her own behaviour encourages and supports behaviour in others which is consistent with the intentions of this policy.
- 1) Immediately give a copy of any written report of sexual abuse or any reasonable suspicion of sexual abuse of a student received by him/her by a staff member to a police officer and to the Student Protection Officer pursuant to the legal obligation contained in section 146b of the *Education (General Provisions) Act 1989*.
- 2) Immediately give a copy of any written report of *harm* or reasonable suspicion of harm to a student of a school received by him/her from a paid staff member or any other person to the Student Protection Officer.
- 3) Make a written report of any oral report of *harm* or reasonable suspicion of *harm* to a student at a school made to him/her by any person.
- 4) Make a written report of any reasonable suspicion received by him/her of *harm* to a student at a school.
- 5) Immediately provide a copy of any written report referred to in the above points to the Student Protection Officer.
- Ensure that *harm* is reported to Department of Child Safety or JAB.
- Ensure that all persons in a school under their supervision are aware of their responsibilities and obligations about student protection which includes record keeping.
- Ensure that all persons working at a school under their supervision receive Student Protection training.
- Ensure that all persons working at the school who are required to possess a current blue card from the Commission for Children and Young People or the College of Teachers possess such.

- Ensure that all persons working at the school under their supervision know that victimisation of children and youth or other persons reporting information under this policy will not be tolerated and where proved to have occurred may expose the staff member to disciplinary action.
- Ensure the provision of student protection information to parents/caregivers of children at a school eg: brochures, information nights, student protection policy requirements.
- Ensure the provision of information and education program to students on matters of student protection.
- Ensure nominated School Student Protection Contacts are appointed in consultation with the Student Protection Officer.
- Make publicly known the reporting procedures of this policy for receipt of complaints/allegations of *harm* involving a child.
- Require that all persons working at the school under their supervision give prior written advice by email, or other means to the Principal as to the circumstances surrounding their provision by that person of respite or emergent care to a child attending the school.
- Advise the Student Protection Officer of the circumstances surrounding the provision by a person working at the school of respite or emergent care to a child there.
- Ensure written confirmation of approval by DOCS where a residential student is a ward of the state and a person working at the school is given permission to provide weekend or other leave arrangements and inform the Student Protection Officer of the circumstances.
- Ensure that all management practices and strategies at the school are consistent with the enhancement of student protection and creating harm free environments.
- Ensure in their own actions and that of all persons working at the school under their supervision, that they comply with the notification procedures in accordance with the requirements of the student protection policy.
- Support the principles of privacy and the need for confidentiality.
- Ensure that all staff are aware of and adhere to the code of conduct.

Each Person Working within the School will:

- Comply with the Student Protection Policy.
- Support the principles of privacy and the need for confidentiality
- 1) When he or she becomes aware that a student has been sexually abused by someone else who is an employee of the school of which the student is enrolled, gives a written report about the abuse to the Principal or a Director of the Governing Body immediately. If the Principal is or could be implicated in any way then the written report should be provided to the Director of the Governing Body.
2) When he/she becomes aware that a student at the school has been harmed in circumstances associated with the school or when he or she reasonably suspects that the student or child of the school may have been harmed in circumstances associated with the school gives, a written report about the *harm* or suspected *harm* to the Principal or Student Protection Contact. If the Principal or Student Protection Contact is, or could be implicated in any way then the written report should be provided to the Director of the Catholic Education Office Toowoomba.
- Report to the Student Protection Contact and/or Principal and keep appropriate records if it is reasonable to suspect that the child is being or has been the subject of improper sexual behaviour or physical *harm* from another child that has harmed, or could *harm* him or her

- Report to the Principal or Student Protection Contact and keep appropriate records if it is reasonable to suspect that a student is in need of protection from *harm* or the risk of *harm* arising from a situation outside the control of the school
- Report to the School Protection Contact or the Principal and keep appropriate records if it is reasonable to suspect that a student is in need of protection from *self harm*.
- Apply for and be successful in obtaining a Blue Card or Teacher Registration where they are required to do so by law.
- Immediately disclose to the College of Teachers or the Commission for Children and Young People if there is a change in their criminal history.
- Undertake training in Student Protection and the requirements of the School policy.

NOTHING THAT IS WRITTEN BELOW SHOULD PREVENT THE PRINCIPAL OR OTHER MEMBER OF STAFF TAKING IMMEDIATE ACTION TO NOTIFY THE POLICE OR DEPARTMENT OF CHILD SAFETY IF THEY BELIEVE IT IS ESSENTIAL TO ACT WITHOUT EVEN MINIMAL DELAY. THE PERSON CONCERNED THEN TAKES UP THE OFFICIAL PROCEDURES TO ENSURE THAT ALL ASPECTS OF CARE AND RESPONSIBILITY ARE ADDRESSED. IF A STAFF MEMBER HAS NOTIFIED A CONCERN ACCORDING TO THESE PROCEDURES BUT IS UNABLE TO FEEL SURE THAT THE SCHOOL AUTHORITIES ARE TAKING APPROPRIATE ACTION, THEY SHOULD NOTIFY THE POLICE OR DEPARTMENT OF CHILD SAFETY OR ELSE CONTACT THE CATHOLIC SCHOOL AUTHORITY DIRECTLY. NOTHING THAT IS WRITTEN BELOW SHOULD PREVENT A TEACHER OR OTHER MEMBER OF STAFF FROM CONTACTING THE STUDENT PROTECTION OFFICER FOR THE CATHOLIC SCHOOL AUTHORITY IF THEY CONSIDER IT TO BE NECESSARY AT ANY TIME.