



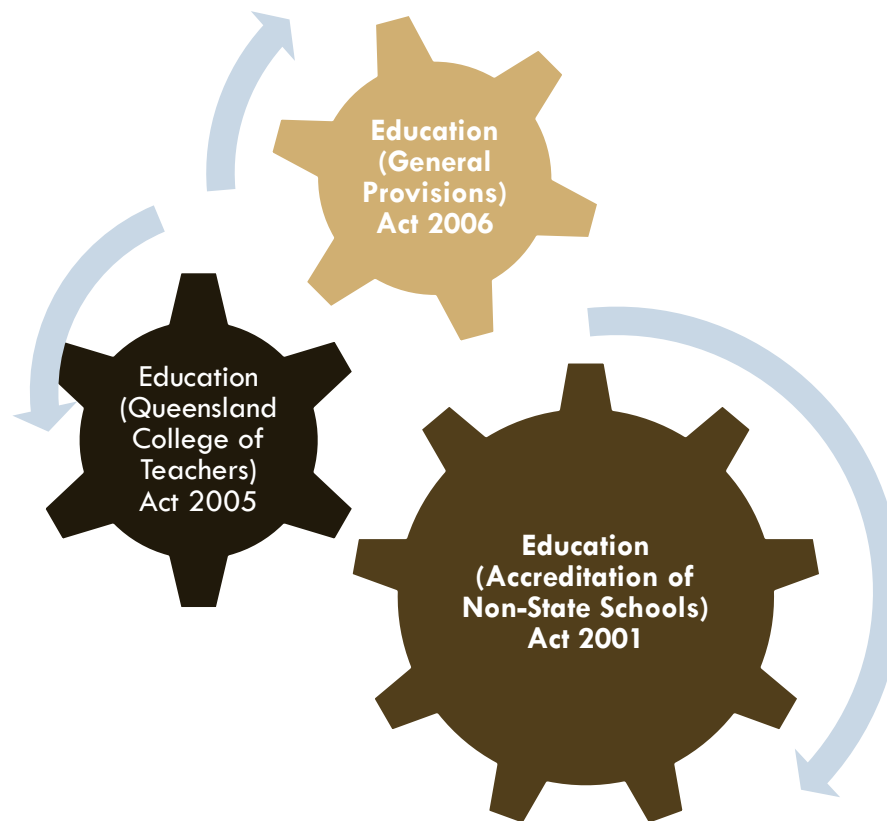
Catholic Education Office
Diocese of Toowoomba

STUDENT PROTECTION POLICY AND PROCEDURE MANUAL

Student Protection Procedure Manual

- The manual provides processes and information to foster the *attitudes* and *action* that ensures all students in Catholic schools in the Diocese of Toowoomba experience appropriate care and protection. Following these processes will assist in fulfilling the *duty of care* the Catholic Education Office Diocese of Toowoomba has in this area and any obligations owed in law.

Legislative Framework



Legislative Framework



Harm Interventions – not employee

Category 1

Harm Section 10

- Allegation of harm to a student by someone other than an employee of the school
- Could include familial, student to student, self harm and an adult in the child's life

3 Intervention Categories - Employee

Category 1
Section 366

Allegation of Suspected Sexual Abuse of a student by an employee (Section 366 Report)

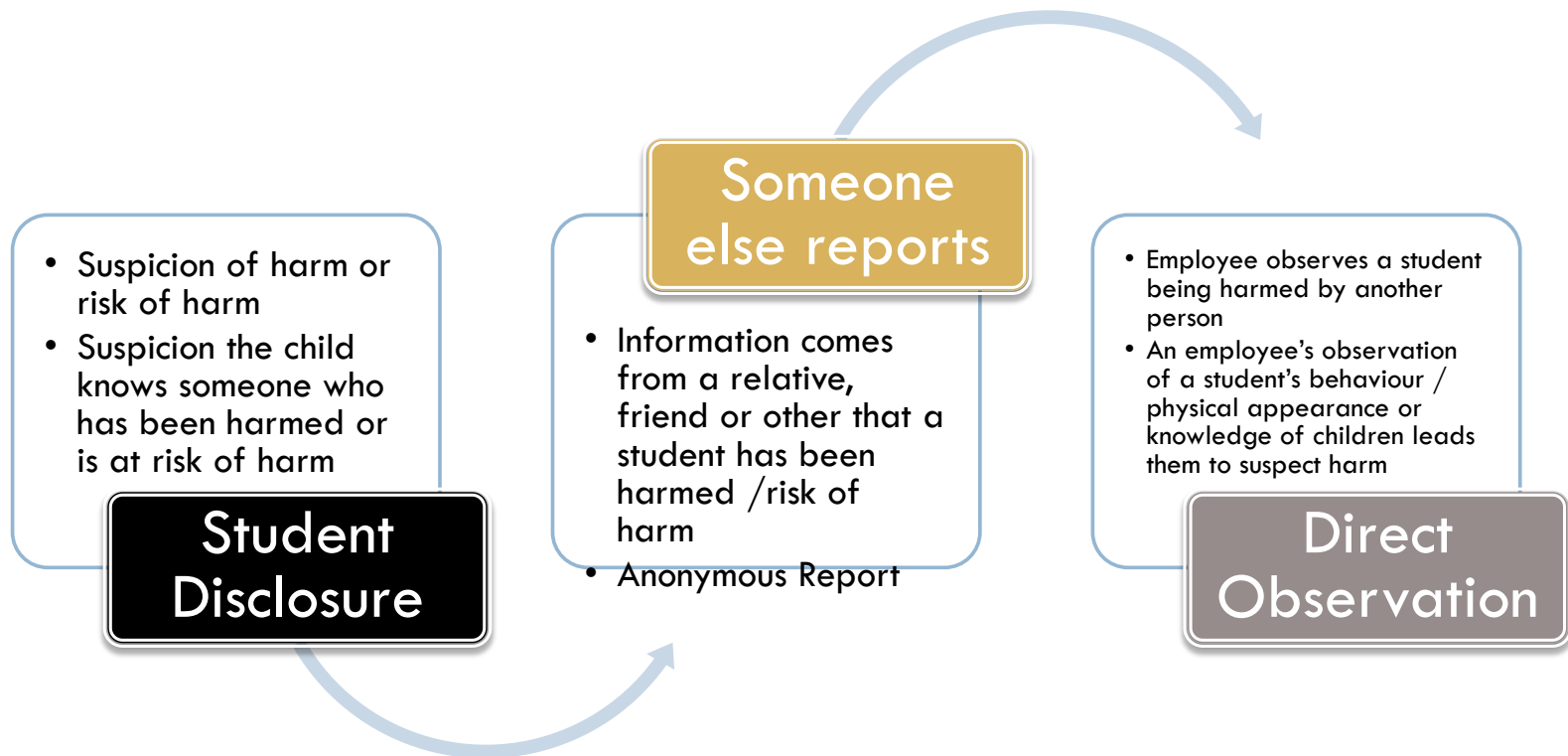
Category 2

Allegation of Professional Misconduct and Inappropriate Behaviour

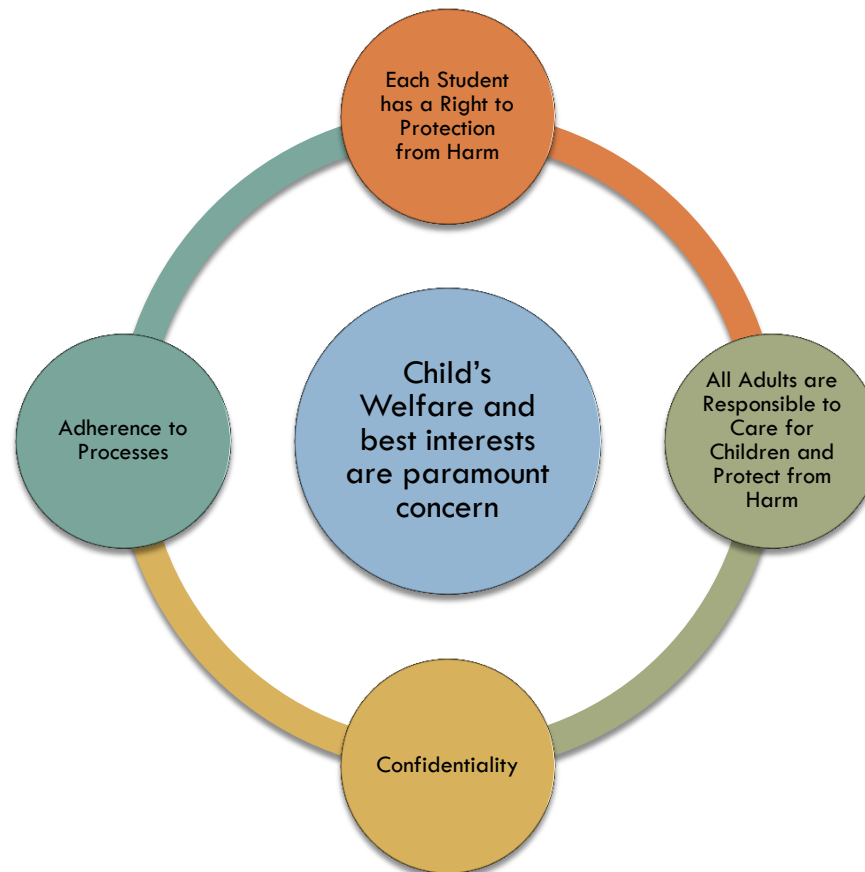
Category 3

Allegation of Minor Incident and / or Inappropriate Behaviour – No Injury

“Reasonable Grounds” to suspect



Key Concepts in Student Protection



Reporting Forms – Cat 1 Sect 366

Part A

Completed by the 'first person' who becomes aware or suspects sexual abuse of a student by an employee

- Hand the form to the Principal
- If the report concerns the Principal – fax or deliver to the Director of the Governing Body (CE)

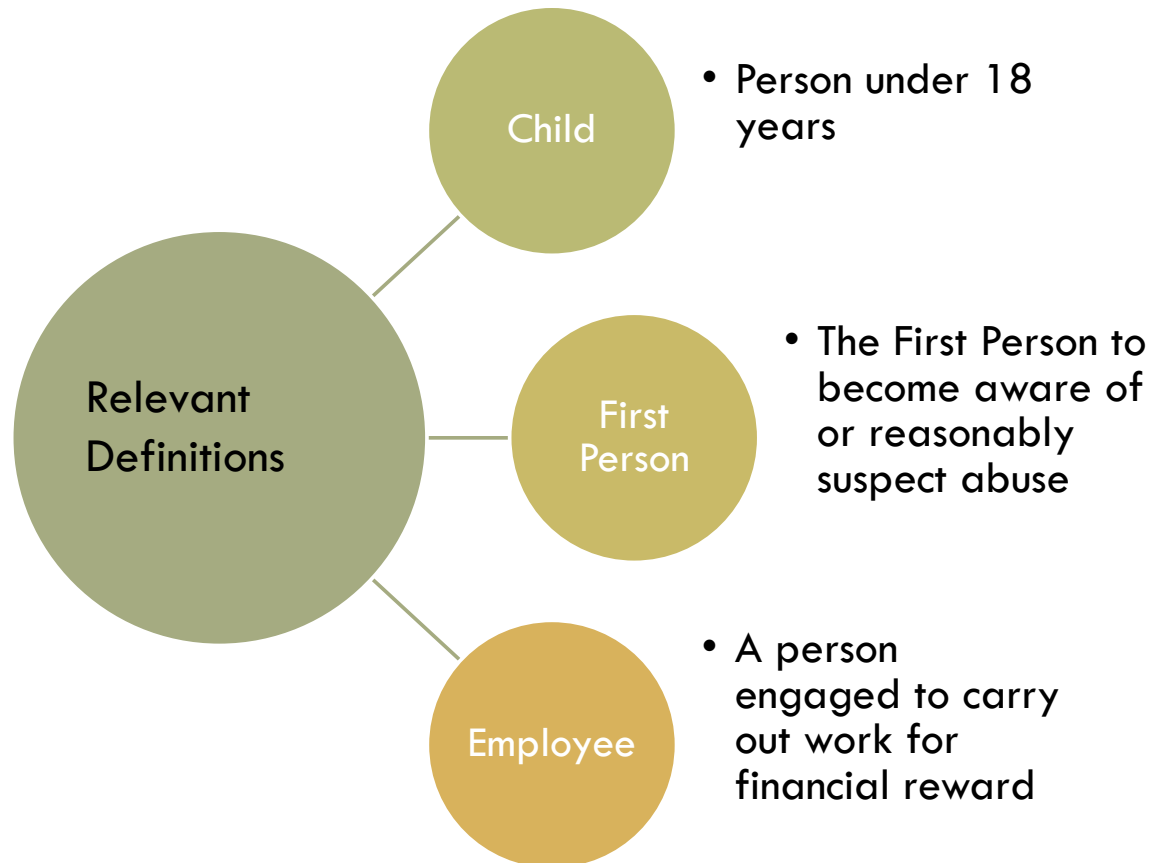


Part B

Principal or CEO completes Part B

- Immediately faxes to Queensland Police Service

Definitions



Section 10 - Harm



Case Study 1

- You overhear students discussing images on their mobile phones. You become concerned when you hear student names and pornography being discussed. You ask to see the phone and observe an image of a year 8 female student at the school posed in a semi-naked manner. Peter Parkins tells you that he was sent the photo from a boy named 'John Stevens' the girls ex boyfriend sent it to him.
- Is this reportable?
- If so – why? If not – why not?
- What form would you complete and what action would you need to take?

Case Study 1

- Is this reportable?
- Yes – you have knowledge of a student that may be at risk of harm through the image being distributed to unknown persons. This is also possibly a criminal offence.
- Form – A Category 1 Section 10 Report would be completed and provided to the Principal
- Action – Confiscate the phone, advise the Principal who may ascertain further information about the photograph and contact relevant parents.

Complete a Section (10) Report

- ❑ Individually complete the Category 1 Section 10 form with details of your school where asked and with the following details included in your report:
- ❑ Student's Phone with image – Peter Parkins of 234 Sandcastle Way Your town Ph 2345 6778
- ❑ John Stevens - sender (Local High School 0456 789 345)
- ❑ Student Name: Carly Majors DOB 14.07.98
- ❑ School – Your School
- ❑ Parents – Mr Bob and Sue Majors of 134 Rabbitwarren Rd Your town Ph 123 456
- ❑ Use today's date and current time

Reporting Flowchart – Section 10

- Take a moment to view the Flowchart 3
- Consider these questions:
 - Are you the first person in this case study?
 - Who completes the form?
 - Who countersigns the form?
 - Where is the form stored?

Case Study 2

- It is reported to you by a student that Mr I placed his hand on the outside of Tom Ward's clothing, on his genital area. The previous week Mr I had also shown Tom a pornographic magazine after school.
- Is this reportable?
- If so – why? If not – why not?
- What form would you complete and what action would you need to take?

Case Study 2

- Yes this is an allegation of sexual abuse
- - Touching to the child's genital area, even though outside the clothes is indecent assault and abuse
- Exposing the child to pornography is misconduct that may involve child abuse (whether at school or out of school)
- The conduct raises concerns about grooming behaviour
- A Category 1 – Section 366 Report is to be completed and handed to the principal

Complete a Section (366) Report

- Individually complete the Category 1 Section 366 form (Part A) with details of your school where asked and with the following details included in your report:
- Student - Tom Ward (student – yr 6 01.01.00 of 323 Campbell St Your town Ph 2345 6778
- Reporting Student – Fred Smith
- Teacher – Mr I (Your School) Telephone number
- School – Your School
- Parents – Mr John and Pam Hall of 34 Wood Rd Your town Ph 123 456
- Use today's date and current time

Reporting Flowchart –Section 366

- Take a moment to view the Flowchart 2
- Consider these questions:
 - Are you the first person in this case study?
 - What part of the form do you complete?
 - Who faxes the form to the relevant state authority?
 - Where is the form stored?

When do I start using the new manual and forms?

- There will be phased implementation of the manual as follows:
- Toowoomba Schools – February 1 2011
- Schools attending Dalby and Warwick in-service – May 1 2011
- Schools attending Roma and Charleville in-service – July 18 2011
- Manual will be available at your school and on the intranet

Our Commitment



- *“The best way to predict the future is to invent it”
Alan Kay*

Commitment Statement

- ***Today we make a commitment to the safety of all students in our schools.***
- ***I make this personal commitment to a shared vision of a positive and inclusive school where children are safe and supported. I will fulfil my reporting obligations where I suspect harm and contribute to the restoration of a student's well being if they have been harmed. I will work closely with parents and colleagues to create a positive school culture that affirms the rights and responsibilities of all its members***

Thank-you

