



# NSW Ombudsman

Our reference: Y/2002/20

6 December 2004

## FILE COPY

Mr John Weeks  
 Headmaster  
 Knox Grammar School  
 Pacific Highway  
 Wahroonga NSW 2076

Level 24 580 George Street  
 Sydney NSW 2000

Phone 02 9286 1000

Fax 02 9283 2911

Tollfree 1800 451 524

TTY 02 9264 8050

Web [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

ABN 76 325 886 267

**Attention: Mr Martin Gooding, Director of Staff**

Dear Mr Weeks

### **Ombudsman Audit of Knox Grammar School on 16 and 17 September 2003**

You will recall we audited Knox Grammar School (the school) on 16 & 17 September 2003 and provided the school with our final report in relation to our audit on 14 January 2004. The purpose of our audit was to assist the school to improve its existing systems and practices with regard to child protection and in particular responding to reportable allegations against employees.

We would now like to take the opportunity to review the recommendations made in our final audit report to the school and to invite you to update us as to the progress made in implementing these recommendations. For ease of reference I have included a summary of the recommendations below.

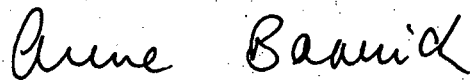
#### **Final audit recommendations:**

That the school:

1. Reviews and updates the school and boarding school child protection policy (refer to pages 4 and 8 of the audit assessment for suggested information to be included in the school's child protection policy). The updated child protection policy should be included in the school's handbooks.
2. Requests that the Association of Independent Schools (AIS) provides the school with an updated version of its protocol for undertaking disciplinary investigations, if available and/or with information to replace outdated legislation.
3. Provides information and training to all staff about the school's code of conduct and relevance to child protection legislation.
4. Develops a central register for complaints, including child abuse allegations against employees (refer page 8).
5. Includes information about the complaints procedure (including allegations of child abuse against employees) in the 'Student and Parent Handbook', 'Boarding Staff Handbook' and 'Staff Handbook'.

We would be grateful if the school would provide us with an update as to the progress of its implementation of our recommendations by **Friday 30 January 2004**. In the meantime, if you wish to discuss any of the matters raised in this letter please contact Ms Elizabeth LeBrocq on **REDACTED**.

Yours sincerely



Anne Barwick  
**Assistant Ombudsman (Children & Young People)**