



# NSW Ombudsman

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15 August 2003

Mr Peter Crawley  
Principal  
Knox Grammar School  
7 Woodville Ave  
WAHROONGA NSW 2076

Dear Mr Crawley

**Proposed audit of Knox Grammar School  
pursuant to S25B of the *Ombudsman Act 1974*.**

I am writing to advise you of our intention to conduct audits of a number of independent boarding schools in New South Wales under section 25B of the *Ombudsman Act 1974*.

Under section 25B, the NSW Ombudsman is required to keep under scrutiny the systems for preventing child abuse by employees and the systems for handling and responding to child abuse allegations against employees. One of the ways that we do this is to audit agencies.

We have selected Knox Grammar School (the school) as one of the independent boarding schools to be audited in 2002 and 2003. The proposed dates for our audit of the school are **Tuesday 16 and Wednesday 17 September 2003**.

The purpose of our audits is to assist agencies to improve their systems and practices. We do this by identifying areas for improvement and providing direct advice regarding practice and/or policy. We also are interested in identifying good practice and in receiving feedback about our audit processes.

The audit methodology consists of four stages:

- In the first stage we will ask you to provide copies of certain documents including policies (these are listed below) that relate to the school,
- In the second stage we will visit the school on 16 and 17 September,
- In the third stage we will meet with you to provide feedback and discuss the development of an implementation plan in relation to any recommendations we plan to make, and
- Finally we will issue you with a report with our findings and recommendations.

We would appreciate you providing copies of the following documents to this office by **Monday 8 September 2003**.

1. Child protection policy (including procedures for responding to allegations of child abuse)
2. Critical incidents reporting policy
3. Behaviour management policy and/or student discipline policy
4. Complaints or grievance policy
5. Code of Conduct for staff
6. Induction policy for staff
7. Discipline/ dismissal policy for staff
8. Health and medication policy
9. Any policies relating to the students' boarding house. This may include the supervision of students after hours.

If these documents or policies do not exist within the school, you are not required to develop them in order to comply with our request. However we would ask that where those policies do not exist, that you advise us accordingly.

We have attached an "Acknowledgment of Notice of Audit" form. Please complete the form and return it to this office by **Friday 29 August 2003**.

Kylie Symons and Elizabeth Le Brocq are the Ombudsman staff who will be visiting your school. Below I have detailed a proposed plan for the days of our visit. We would like to:

1. Meet with you on arrival (time to be arranged) to discuss our visit. We would also like to arrange a time to meet with you during the day, to conduct an interview.
2. Meet with as many of your staff together as possible, to provide information about our role and the audit process. This could possibly occur during the morning recess.
3. Tour the school and boarding houses.
4. Meet with two individual staff members for approximately 30 minutes each. Participation by staff is voluntary.
5. Meet with two students for approximately 15 minutes each. Participation by students is voluntary. We would appreciate the school seeking parental permission for the two students to speak with us.
6. Inspect documentation such as incident books, accident reports, student behaviour management plans, discipline reports and other files.
7. Meet with you prior to departing (time to be arranged) to provide some brief feedback.

We would also like to send a short questionnaire to three different parents. Participation by parents is also voluntary and confidential. We would appreciate the school requesting three parents to be involved in this process and advising the parents that we will send them the questionnaire.

We would like to cause as little disruption as possible to the running of the school. Where possible, we are happy to fit in with whatever arrangements and times are convenient for you and your staff.

Please advise us if there are problems with the proposed audit dates or our planned schedule. Elizabeth Le Brocq will be contacting you in the next few weeks to confirm the arrangements.

In the interim please contact Elizabeth on **REDACTE** if you have any questions or concerns about the proposed audit.

Yours sincerely



Anne Barwick

**Assistant Ombudsman (Children and Young People)**

**NSW OMBUDSMAN  
ACKNOWLEDGEMENT OF NOTICE OF AUDIT  
PURSUANT TO SECTION 25B OF THE OMBUDSMAN ACT 1974<sup>1</sup>**

AGENCY NAME: Knox Grammar School

AGENCY ADDRESS: 7 Woodville Ave WAHROONGA

I acknowledge receipt of the letter from the NSW Ombudsman 15 August 2003 stating the Ombudsman's intention to audit Knox Grammar School, on 16 and 17 September 2003

I will undertake to provide to the Ombudsman copies of existing policies, procedures and documents as requested in the schedule by 8 September 2003.

I understand that this agency is not required to develop policies prior to that date if they do not already exist.

NAME OF HEAD OF AGENCY (OR DELEGATE):

CONTACT PERSON FOR AUDIT:

SIGNATURE:

DATE:

PLEASE RETURN TO:

**ANNE BARWICK  
ASSISTANT OMBUDSMAN  
NSW OMBUDSMAN  
LEVEL 24, 580 GEORGE STREET  
SYDNEY 2000**

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