



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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PO Box 756
73 Margaret Street
Toowoomba Q 4350

..... act justly; love tenderly; walk humbly with your God.

Micah 6:8

716.2
MH/KF
31 January 2006

Debbie Tanzer
c/- Non-State Schools Accreditation Board
PO Box 347
Brisbane, Albert St BC Qld 4002

RECEIVED

BY:.....

Dear Debbie

Many thanks for your recent phone calls to clarify aspects of our Child Protection documentation.

Attached please find the relevant sections discussed recently. Ian Hunter from our office has highlighted the sections we covered with you when we last spoke.

I hope this is the information you require. If not, please feel free to make contact.

Once again, thank you for your support of our efforts to comply with legislation and achieve much safer outcomes for all students in our care.

Yours sincerely

Margaret Hendriks

Margaret Hendriks
Head of Division
Staff & School Development

5.1.4 Principals will ensure:

- That all persons in the school under their supervision are aware of their responsibilities and obligations about student protection, which includes record keeping.
- That all persons working at the school under their supervision receive Student Protection training.

5.1.5 Awareness of Staff Code of Conduct:

All staff are informed of the expectations of their conduct, as per the Code of Ethics, *The Teacher in the Catholic School* and *Statement Of Principals Regarding Catholic Education*, through the School's Staff Handbook, staff induction (for new staff) and staff in-service, at the system level and individual school in-service.

5.1.6 Staff In-service Overview: See Section 3, Appendix 4.**5.1.7 Manual Availability:**

A hard copy of the QCEC/Catholic Education Office Toowoomba Student Protection manual will be available at:

- Principal's Office
- School Student Protection Contacts
- Staff room or where professional reading resources are stored
- Electronically through the Toowoomba CEO website and school intranet sites (where applicable).

5.2 Student Information:**5.2.1 Student Education:**

Information regarding the procedures for reporting harm must be provided to all students in a class or year level session, or developmentally appropriate groupings in Term 1 of each year. School Protection Contacts and class teachers may utilise the PowerPoint presentation provided in the information session. In addition, posters indicating *who* students can contact, brochures and the student handbook, are available as additional resources in the education of students on student protection.

5.2.2 Education Responsibility:

Principals and School Protection Contacts and/or counsellors are responsible for ensuring that students are advised of the process and procedures for reporting suspicions or allegations of harm.

5.2.3 Curriculum and Student Protection:

Each school will clearly indicate where and how protective behaviours are integrated into the curriculum, for example, outcomes in a Health and Physical Education module or separately in class meetings. Other strategies may include protective behaviours as part of personal development school based programs. The recent employment of the *Education Officer: Faith and Life* position will see further promotion and facilitation of these programs into the school curriculum.

5.2.4 Code of Conducts:

Student knowledge of the Code of Conducts for staff and students will be developed through sessions by the Principal, School Protection Contacts or counsellors. Secondary students may be guided in their pastoral groups and from information provided in the Student Handbook.

5.3 Information for Parents/Caregivers

All schools will comply with the directive that they must actively provide education to parents/care-givers in Student Protection procedures through:

- School newsletters
- Brochures including in enrolment package
- P & F and Board meetings
- School Website
- Parent Information nights
- Information as provided to students

This is an audit requirement as part of the Senior Education Officer annual visit.

** This page to be included with Reporting Forms
in Section 2*

Queensland Police Service and Catholic School Authorities

PROPOSED PROTOCOL

PROCEDURES FOR SUBMITTING A WRITTEN REPORT

Under Section 146B of 'The Education (General Provisions) Act 1989'

1. A Mandatory Reporting Form (see "Form A" attached) is completed immediately by the 'first person' (staff member who is aware or reasonably suspects that sexual abuse has occurred).
2. The principal of the school or the director of the governing body who receives the written report immediately prepares a brief covering letter which provides any essential additional information including the names of officers of the school employing authority who should be kept informed of police action in response to the report.
3. The principal or director of the governing body immediately submits the letter and written report by facsimile transmission to:

The Assistant Commissioner
State Crime Operations Command
Facsimile No: (07) 3364 4245

4. A copy of the letter marked "Confirmation of the facsimile message transmitted on (date)" is posted in an envelope marked "CONFIDENTIAL" to:

Assistant Commissioner
State Crime Operations Command
GPO Box 1440
BRISBANE Q 4001

5. The Queensland Police Service will forward a response letter to the organisation submitting the report. The response will give details of –
 - The police unit where the investigation will take place
 - The name of the contact officer of that unit
 - A telephone number for that unit
6. Upon completion of the investigation, notification will be provided to the organisation submitting the report indicating the outcome of police inquiries.

**REPORTING PROFORMA – “HARM” TO STUDENTS IN
CATHOLIC SCHOOLS OF THE DIOCESE OF TOOWOOMBA**

FROM A

STRICTLY CONFIDENTIAL

MANDATORY FORM

PART A (TO BE COMPLETED IMMEDIATELY BY “FIRST PERSON” i.e. the staff member who first receives information concerning “harm” or “suspected harm” to a Student)

Allegation/Concern Reported by:	*Name: _____ Contact No: _____ School/Other: _____ Position: _____ Date: _____ Time: _____
Allegation/Concern Against: <input type="radio"/> Staff Member <input type="radio"/> Other	Name: _____ Contact No: _____ School/Other: _____ Position: _____
Allegation/Disclosure Made by: Where disclosure was made: _____ Who was present: _____	Name: _____ Address: _____ _____ Contact No: _____ Relationship: _____ Date: _____ Time: _____
Allegation Concerning (student): Parent/Guardian Name: _____ Contact No: _____	*Name: _____ Address: _____ _____ *Sex: M ___ F ___ Yr. Level: _____ Age: _____ DOB: _____

School: _____ Phone No: _____

Allegation: _____ Time: _____ Date: _____

*Brief details about awareness of or suspicion of harm:

In cases of suspected sexual abuse by an employee you will be required to include in the above details the identity of anyone else who may have information about the harm.

Physical Injuries: Yes ___ No ___

Details: _____

Signature: _____ Date: _____

*NOTE: It is obligatory to complete all items marked with an asterisk

PART B (TO BE COMPLETED AND ACTIONED IMMEDIATELY BY THE PRINCIPAL)

___ Referred to: Principal and/or School Child Protection Contact Date: _____

___ Referred to: Senior Education Officer, Catholic Education Office (Toowoomba) Date: _____

Action taken: _____ Date: _____

Who took action: _____ Position: _____

Type of Action taken:

- ___ Advice given ___ Director advised
___ Counselling offered ___ Head Staff & School Development advised
___ Referral to Dept of Child Safety ___ Director Prof. Standards advised
___ Referral to Police ___ Industrial Officer advised
___ Referral to outside agency ___ Referral to Towards Healing
___ Person reporting advised of action taken

Other comments (if applicable): _____

Name: _____ Position: _____

Signature: _____ Date: _____

- o RETAIN ORIGINAL IN SECURE FILE; AND
o SEND A COPY TO SENIOR EDUCATION OFFICER

Details of case?