

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.



SECTION 5

IN-SERVICE AND EDUCATION FOR SCHOOL COMMUNITIES

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