



## SECTION 5

### IN-SERVICE AND EDUCATION FOR SCHOOL COMMUNITIES

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## Section 5

### In-service and Education for School Communities

The dissemination of information and responsibilities in the area of Student Protection is paramount for the success of providing safe environments for students. The Catholic Education Office Diocese of Toowoomba is committed to ensuring that all those who have any role in the care of students are familiar with the requirements, processes and procedures related to Student Protection. In addition, education programs for students and parents and care-givers are an integral component in the implementation of Student Protection.

#### 5.1. Staff In-service: (Also see section 3.4)

##### 5.1.1 Staff Training:

Formal In-service will be conducted bi-annually for all staff, and arranged by the Catholic Education Office Toowoomba. Ongoing in-service of Student Protection procedures will be conducted internally at schools in staff meetings and in-service days.

A package including PowerPoint presentations has been provided to schools as a resource for ongoing staff training and revision. (Printed PowerPoint available in Section 3 Appendix 4)

New employees are trained in Student Protection matters as part of their induction program within a reasonable time from the commencement of employment.

##### 5.1.2 Responsibility for Staff Training:

The Head of Division: Staff and School Development, in consultation with the Senior Education Officers (Student Protection Officers), is responsible for the provision of the bi-annual systemic in-service regarding Student Protection, for staff across the Diocese of Toowoomba.

Principals and School Student Protection Contacts are responsible for the internal training and revision for staff and new employee induction.

##### 5.1.3 In-service for new employees will include:

- a) Understanding the different forms of 'harm'
- b) How to recognise 'harm'
- c) Appropriate adult-student relationships
- d) Reporting obligations and statutory requirements

New staff will be directed to the School's Staff Handbook which would contain processes and procedures in relation to student protection, disciplinary procedures for staff, and appropriate professional behaviour.

Principals and School Student Protection Contacts will provide updates at regular staff meetings, in any developments of new Student Protection legislation, processes and procedures.

**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.