

ANNEXURE 10

In-service Agendas



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

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DIVISION	S&SD
AUDIENCE (Primary, Secondary, Composite)	Principals, Student Protection contacts
PRIORITY (Urgent, For Information, For Response, for Competition)	For information

CEO CIRCULAR – 049/2007

To:	Principals, Student Protection contacts	File:	716.20
From:	Margaret Hendriks	Date:	30 July 2007
Pages:	2	Re:	Update on In-service for Student Protection School Contacts
Contact:	Ian Hunter	Phone:	4637 1400

Following are the final details for this year's In-service for Student Protection School Contacts:

1. IN-SERVICE DATES AND VENUES:

Wednesday 15th August	3pm - 5pm	Cunnamulla (Sacred Heart School)	Numbers: 2
Thursday 16th August	10am - 12pm	Quilpie (St Finbarr's School)	Numbers: 2
Thursday 16th August	3pm - 5pm	Charleville (St Mary's School)	Numbers: 2
Friday 17th August	11am - 1pm	Roma (St John's School) (Roma, Mitchell, Taroom, St George)	Numbers: 8
Monday 20th August	9am - 11am	Toowoomba (Charnley St) (MM, SSP, SSC, MD, HN, STM, SH, SA, OLOL, SMC, SJC, YCLC, Millmerran, Stanthorpe)	Numbers: 30
Thursday 23rd August	11am-1pm	Dalby (St Mary's College) (Dalby P&S, Chinchilla, Tara, Goondiwindi, Oakey)	Numbers: 12
Friday 10th November	10am-12pm	Warwick (Warwick P&S, Allora, Clifton, Pittsworth, Inglewood)	Numbers: 12

2. TOPICS COVERED:

- o Student Protection Risk Management Strategy for each school
- o The role of the Student Protection School Contact
- o Definitions: inappropriate or harmful? reasonable suspicion; bullying
- o Receiving disclosures – what to say/do & what not to say/do
- o Paperwork and forms
- o Making reports to DOCS & police
- o How to assist staff
- o Scenarios & role plays

3. WHAT TO BRING:

- o Diocesan Student Protection & Risk Management Kit (Orange folder)
- o School Student Protection Risk Management Strategy (completed or not)
- o Any questions or scenarios for discussion

4. OTHER ITEMS:

- o Teacher Replacement is available if needed (TRS forms will be available on the day)
- o Principals do not need to attend, unless you are a designated SP School Contact, or you wish to attend.
- o Please contact Ian Hunter (4637 1409) if any further information about the In-service is needed.

Margaret Hendriks
Assistant Director
Staff & School Development

Updated: 24th July 2008**STUDENT PROTECTION SCHOOL CONTACTS' IN-SERVICE: Term 3, 2008**

The following days have been set aside for our annual in-service for Student Protection School Contacts:

Wednesday 6 th August 11am-1pm	Dalby (Dalby, Chinchilla, Tara, Goondiwindi, Oakey)	Numbers: 12
Monday 11 th August 9-11am	Toowoomba (MM, SSP, SSC, MD, HN, STM, SH, SA, OLOL, SMC, S JC, YCLC, Pittsworth)	Numbers: 28
Thursday 14 th August 10am-12pm	Warwick (Warwick P&S, Millmerran, Allora, Clifton, Stanthorpe, Inglewood)	Numbers: 14
Tuesday 19 th August 9-11am	Roma (Roma, Mitchell, Taroom, St George)	Numbers: 8
Wednesday 20 th August 8.30-10.30am	Charleville (Charleville)	Numbers: 2
Wednesday 20 th August 8.30-10.30am	Quilpie	Numbers: 2
Wednesday 20 th August 8.30-10.30am	Cunnamulla	Numbers: 2

All Student Protection School Contacts are requested to bring copies of:

1. The Diocesan Student Protection and Risk Management Kit; and
2. The Student Protection Risk Management Strategy from their school.

Please contact Ian Hunter (4637 1409) if any further information is needed.

STUDENT PROTECTION SCHOOL CONTACTS IN-SERVICE 2008

1. NEW BLUE CARD APPLICATION FORMS:

New laws, effective from 2 June 2008, impact on blue card obligations for employers and applicants. It is now an offence for a disqualified person to apply for a blue card. Background information is provided in these attachments:

- a. *New Obligations for Employers**
- b. *New Obligations for applicants/blue card holders*
- c. *Paid employee blue card application form***
- d. *About the blue card (Commission for Children...)*

ACTION: *Check closely and implement the four dot points under "New Obligations from 2 June 2008" on page 1.

**Part F of Application Forms only need to be completed by the employee in the rare case that the employee resides more than 50kms from the school or has a disability that affects his or her mobility.

2. BLUE CARDS FOR VOLUNTEER PARENTS:

Recently, there have been a number of questions about blue card requirements for volunteer parents. An information sheet is attached:

- a. *Blue cards for volunteer parents*

ACTION: Inform staff and parents of blue card requirements for volunteer parents.

3. COMPLIANCE WITH EMPLOYMENT SCREENING OBLIGATIONS:

On 30 June, 2008 the Director signed a compliance commitment, under the Commission for Children and Young People and Child Guardian Act 2000, that each school in the Diocese has in-place:.....

- a. A Student Protection Risk Management Strategy (SPRMS); and
- b. An updated and complete Blue Card Register.

QCEC and the Commission will evaluate this compliance process for future years. At present it is not clear what will happen in future years.

In the meantime:

ACTION:

- SPRMS to be reviewed annually at Annual School Visit;
- School blue card register to be kept up to date for paid employees and volunteers;
- School to advise CEO (Carol England) when any blue card application is made; when a receipt of application notice from the Commission is received; and when a blue card is issued.
- Carol England will send a monthly email reminder to Principals and the school administration of any blue cards that have expired or are due to expi

4. CHILD PROTECTION WEEK (7-13 September 2008):

A Promotions Pack for Child Protection Week has been ordered for each school and should arrive in the mail next week. The Pack includes a copy of the TV commercial DVD for Child Protection Week. **View DVD.**

ACTION:

- **Plan activities for Child Protection Week with Principal and staff. Why not include a Children Do Workshop for parents/community – especially in country towns?**
- **Register your event/activity with NAPCAN (the NAPCAN website is a link on the Student Protection website on the CEO Intranet)**

5. DRAFT CODE OF CONDUCT:

A new draft Code of Conduct for staff is attached for your comment and review. The Code of Conduct supersedes the Integrity in Relationships brochure; is required by legislation; and clarifies/affirms the standards of behaviour expected of all employees. All staff will receive in-service on the Code next year. The Code is based on the BCE Code and has received Union approval.

ACTION: Review the attached draft Code of Conduct for staff and forward any comments to your SEO before the end of Term 3 (Friday 19th September 2008).

6. 2009 ALL STAFF STUDENT PROTECTION IN-SERVICE:

Initial Planning Sheet for the 2009 All Staff Student Protection In-service is attached. Arrangements (locations and dates) will be similar to 2007. Topics planned include:

- Understanding the different forms of 'harm'
- How to recognise 'harm'
- Appropriate adult-student relationships – including new Code of Conduct for staff
- Reporting obligations and statutory requirements
- Cybersafety challenges and opportunities

ACTION:

- **Ensure dates for 2009 In-service are in your school calendar.**
- **Feedback/comments on Initial Planning to SEO, if needed.**
- **NB. This is initial planning at this stage. It may be that other arrangements are made eg. in-service package, prepared by CEO, but delivered in each school at a time convenient to the school. Details for 2009 will be finalised and circulated by the end of Term 3, 2008.**

7. UPDATE 5: LEGAL DEFINITION OF BULLYING**8. LOCAL SCENARIOS & DISCUSSION**