

ANNEXURE 11

Agendas and supporting student protection information for Principal Information Days



DIOCESE OF TOOWOOMBA
CATHOLIC EDUCATION OFFICE
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825.1
 9 February 2007

Principals' Meeting:
Tuesday, 13th February 2007
Agenda

VENUE: Charnley Street meeting room

Theme of the Meeting:

Continuous Improvement through Renewal.....Looking at things again

- | | |
|----------|---|
| 8.30 am. | Gather. Chair for today is: Chris Fry (Senior Education Officer) |
| 8.45 am | Welcome – John Borserio (Director)
Prayer – Bill Ahern (Principal, Mater Dei Primary School) |
| 9.00am | Special Needs Review Report (Dr Jan D'Arcy and Lynn Healy) Jan and Lynn undertook this review in 2006. Today they are presenting the outcomes of the review to Primary and Secondary Principals in the diocese. This review is giving us some key directions for the future – these directions will have some impact on all of our activity |
| 10.30am | Morning tea |
| 11.00am | Educational Adjustment Plans. Ros Grose (Education Officer: Special Education and Targeted Programs) will explain this new procedure which replaces ascertainment. It has implications for funding, role of the classroom teacher etc |
| 11.45am | Student Protection. Ian Hunter (Senior Education Officer) will present you with a folder of important information: fact sheets, inservice dates and arrangements, induction DVD etc |
| 12.30pm | Lunch |
| 1.15pm | Curriculum matters – Philip Fitzgerald (Assistant Director: Faith Education and Curriculum), Brett Rangilra (Senior Education Officer) and Liz Newman (Education Officer). At time of going to press, the content of this session will be on the Curriculum Committee and Information Services |
| 2.45 | John Borserio |
| 3pm | Close |

PRINCIPALS' MEETING 13.2.07**STUDENT PROTECTION ITEMS:**

1. 2007 IN-SERVICE FOR ALL STAFF
2. INTEGRITY IN RELATIONSHIPS BROCHURE
3. INDUCTION FOR NEW STAFF POWERPOINT
4. STUDENT PROTECTION FACTSHEETS
5. CODE OF CONDUCT – STUDENTS AND TECHNOLOGY
6. BLUECARD UPDATE
7. HOMESTAY RISK MANAGEMENT
8. CHILDREN IN CARE OF THE STATE FUNDING PROGRAM



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(Draft)
Principals' Meeting
Highfields Cultural Centre – 1 May 2007

Theme:
Continuous Improvement through Renewal

- 8.45am Prayer & Introduction
- 9.00am Improving learning success – “Phonic Ear” presented by Danielle Ross, B.Sc
- Phonic Ear systems have been installed in some of our schools. Danielle will explain how they work and why they are being installed. For those schools being re-furnished phonic ear systems may be worth considering.
- Presenters today will be able to trial one of the pieces of equipment suitable for outdoor use.
- 10am Deputizers Inservice
 10 July (west) 13 July (Tmba area)
- 10.30am Morning Tea
- 11.00am EB V
 Information related to school management important for working with staff.
- 12.30pm Lunch
- 1.15pm Prep learning profile – Primary Principals.
 Inclusive Education – change management for Secondary Schools (15 May)
- 3pm Close

(Some of these sessions may change as times and content is confirmed)

hand out distributed

PRINCIPALS' MEETING
Tuesday 1st May 2007

STUDENT PROTECTION ITEMS:

1. STUDENT PROTECTION FACT SHEETS:

- Fact Sheets 6-11 are attached
- Please add to your school's Student Protection Fact Sheet folder
- Inform your School Contacts
- Use as needed for staff in-service

2. QCEC IN-SERVICE Friday 11 May 2007:

- Overview and Registration Form attached
- Short notice but worth considering for Principals and/or appropriate staff, including counsellors
- Registration closes this Friday 4th May

3. RISK MANAGEMENT STRATEGY:

- Thank you to those who arranged attendance at the 16th April In-service
- Follow up visits to schools to assist with the completion of your school's Student Protection Risk Management Strategy will occur during this term. The same will occur next term for those involved in the in-service on 9th July.

....4. DIOCESAN P&F "SURF SAFELY" SESSION 2 June :

- Taskforce Argos will be presenting the "Surf Safely" session for parents at Charnley St 2-4pm on Saturday afternoon 2nd June
- The session will be video conferenced to other centres in the Diocese with locations yet to be decided by the P&F

5. SP SCHOOL CONTACTS IN-SERVICE 2007:

- Reminder that SP School Contacts In-service this year are:
- Thursday 16 August Charleville
- Friday 17 August Roma
- Monday 20 August Toowoomba
- Thursday 23 August Dalby
- Friday 24 August Warwick

Thank you for your work with Student Protection. Please contact your SEO for advice or support if needed.





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11 July 2007

**Principals' Meeting Agenda
Roma Explorers Inn – 17 Jul 2007**

- 8.30am Gather
- 8.45am Prayer & Welcome (Margaret Hendriks)
Director's Input (John Borserio)
- 9.00am QCAR (Philip Fitzgerald & Brett Ranglira)
- 10.30am Morning Tea
- 11.00am Resourcing Curriculum (Liz Newman)
- 11.30am School Licensing Agreements (Paul Watkins)
- 12pm New Costing Sheets (Bill Stuart)
- 12.30pm Lunch
- 1.15pm Student Protection (Ian Hunter)
- Risk Management strategy
- Student Protection Contacts Inservice
- Child Protection Week Term 3
- Principals' Conference (Peter Lynam)
- 3pm Close

PRINCIPALS MEETING**Roma 17 July 2007****STUDENT PROTECTION ITEMS:**

1. RISK MANAGEMENT STRATEGY:
 - o Sample
 - o Timeline

2. STUDENT PROTECTION SCHOOL CONTACTS IN-SERVICE:
 - o Arrangements
 - o Role
 - o Draft topics

3. CHILD PROTECTION WEEK 2-8 September 2007:
 - o NAPCAN information
 - o School activity planned?

4. STUDENT PROTECTION FACT SHEETS:
 - o 12 Legislative framework for Student Protection
 - o 13 Frequently used terminology in Student Protection
 - o 14 Toowoomba Catholic Education school staff protection Responsibilities
 - o 15 The Department of Child Safety
 - o 16 What happens once a report is made to the Department of Child Safety?

5. UPDATE 7: Professional Standards for Queensland Teachers (2007)

6. EDUCATION SUPPORT FUNDING – Annual Report & Data Collection:
 - o QCEC Circular 2007/142

6. FEEDBACK SHEET:
 - o Please complete and return to SEO today

PRINCIPALS MEETING (Roma 17 July 2007)**STUDENT PROTECTION ITEMS**

FEEDBACK SHEET: Please add any comments, suggestions or questions and hand to your SEO today. Thank you for your work and leadership in student protection.

1. RISK MANAGEMENT STRATEGY
2. STUDENT PROTECTION SCHOOL CONTACTS IN-SERVICE
3. CHILD PROTECTION WEEK 2-8 September 2007
4. STUDENT PROTECTION FACT SHEETS
5. UPDATE 7: Professional Standards for Queensland Teachers (2007)
6. EDUCATION SUPPORT FUNDING – Annual Report & Data Collection
7. 2007/2009 ALL STAFF STUDENT PROTECTION IN-SERVICE
8. OTHER COMMENTS/SUGGESTIONS/QUESTIONS eg. How else can CEO assist you with Student Protection in your school?

NAME: _____ SCHOOL: _____



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9 October 2007

**Principals' Meeting Agenda
Chinchilla R.S.L – 16 October 2007**

- 8.30am Gathering, Welcome & Prayer
- 9.00am Strategic Planning Outline (John Borserio)
- 9.50am Annual Operational Priorities: S & S D (Margaret Hendriks)
- 10.30am Morning Tea
- 11.00am Annual Operational Priorities: FISA (Joanne Segond von Banchet)
- 11.30am Annual Operational Priorities: F E & C (Philip Fitzgerald)
- 12pm Curriculum discussion (Robyn Sharpe)
- 12.30pm Lunch
- 1.15pm Indigenous Education Survey (Phillip Dreise)
- 1.50pm Staffing; Primary (Chris Fry, Ian Hunter, Peter Lynam)
P – 12
- 3pm Close

STUDENT PROTECTION UPDATE
PRINCIPALS' MEETING
 Chinchilla 16.10.07

1. **BLUE CARD REGISTER UPDATES:** Done:___ To do:___
 - Blue Card Register Updates will now be processed regularly by a CEO pay office member (currently Carol England) phoning the school when individual staff Blue card renewals are due.
 - The previous system of sending in Blue Card Register Updates to your SEO each Term will no longer be required.
 - Photocopies of all staff Blue Card Applications and Blue Cards issued should be kept by the school and copies forwarded to your SEO.
 - See the Blue Card Information Sheet attached for 'Procedures for Processing *Blue Cards*, *Blue Card Applications*, *Blue Card Registers* and *Employment Documentation*'
 - **Action:** *Advise school staff member responsible for School Blue Card Register of the new Blue Card procedures (copy attached)*

2. **STUDENT PROTECTION FACT SHEETS:** Done:___ To do:___
 - Copies of Student Protection Fact Sheets No.12 – 15 are attached.
 - Electronic copies of all SP Fact Sheets are available on the CEO intranet site/student protection/resources
 - The Fact Sheets are intended for use during internal School Student Protection In-service for staff.
 - **Action:** *Give a copy of Fact Sheets 12-15 to SP School Contacts for their information. Use the Fact Sheets for internal school SP in-service.*

3. **SP RISK MANAGEMENT STRATEGY:** Done:___ To do:___
 - Several schools have completed their Strategy and returned a copy to CEO
 - Please ask for assistance if needed
 - **Action:** *Ensure that your school's Strategy is completed and returned to CEO by Friday 30th November.*

4. **EDUCATION SUPPORT PLANS:** Done:___ To do:___
 - By legislation, schools are required to have Education Support Plans (ESPs) for Children in Care of the State completed within a month of the child's enrolment.
 - **Action:** *Ensure that a copy of your completed ESPs have been sent to your SEO.*

5. **UPDATE 10: PARTIES AND STUDENT SAFETY:** Done:___ To do:___
 - A copy of Suzanne Brook's latest update is attached FYI. Many schools are already proactive in this area.
 - **Action:** Use for School Newsletters if needed.

6. **PLANNING FOR 2008:** Done:___ To do:___
 - **Action:** *Ensure that the following items are included in staff in-service at the start of 2008:*
 - The commitment of your school and all schools in the Diocese to providing students with safe school environments;

- In order to provide safe school environments, all staff are required to be familiar with the policy and procedures contained in the Diocesan Student Protection and Risk Management Kit in relation to the following four areas:
 - The different forms of 'harm' to a student.
 - How to recognise harm.
 - Appropriate adult-student relationships.
 - Reporting obligations and statutory requirements apply.
- The names and role of your Student Protection School Contacts
- Arrangements for your school's internal Student Protection In-service this year. (The next systemic In-service will be in 2009)
- Arrangements for Student Protection Induction for all new staff this year.
- Any other local school policies and procedures in relation to Student Protection and Risk Management eg. school internet, mobile phone, camera policy; excursions policy; etc

7. *CONGRATULATIONS AND THANK YOU AGAIN FOR YOUR ASSISTANCE AND COOPERATION IN PROVIDING SAFE SCHOOL ENVIRONMENTS THROUGH STUDENT PROTECTION IN 2007.*



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 11 February 2007

Principals' Meeting:
 Thursday, 14th February 2008
Agenda

VENUE: Charnley Street meeting room

8.30 am.	Gather
8.45 am	Prayer (Philip Fitzgerald)
9.00am	Welcome (John Borserio)
9.15am	LOTE Report Feedback (Michelle & Fiona) Learning Framework (Philip F) Values Education (Philip F)
10.30am	Morning tea
11.00am	Copyright Project (Liz)
11.30am	Family Law (Ian)
12.00pm	SAS 2000 (Sonya)
12.30pm	Lunch
1.15	Role Description (Nicole Booth) Role Description (Eileen) Questions? Western Principals re counseling
3pm	Close

PRINCIPAL MEETING
Thursday 14.2.08

FAMILY LAW/STUDENT PROTECTION

WHAT IS THE LAW OF THE FAMILY?

HOW DOES IT RELATE TO SCHOOL?

1. MEANING OF 'PARENT'

A parent, of a child, is any of the following:

- Child's mother/father
- Person who exercises parental responsibility
- Person who, under Aboriginal tradition, is regarded as a parent of an Aboriginal child
- Person who, under Island custom, is regarded as a parent of a Torres Strait Islander child
- Person granted guardianship of a child under the *Child Protection Act 1999*
- Person who exercises parental responsibility for a child under a decision/order of federal/state court

2. REQUESTS BY A "SEPARATED PARENT" TO VISIT CHILD/REN DURING SCHOOL TIME

3. PROTOCOLS FOR PANELS/INTERVIEWING PROCEDURE WITH STAFF APPLYING TO JOIN THE FAMILY



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 24 April 2008

Principals' Meeting: Agenda
 Thursday, 1 May 2008

*"Awareness of the Life-Giving Presence of God
 in our management of schools"*

VENUE: Balonne Skill Centre
 (2-2 Victoria St, opp hospital)

- 8.30 am. Gather & Prayer
- 8.50am Explain feedback sheet (Margaret Hendriks)
- 9.00am
- Induction – *Early Career* (SEO's & Margaret Hendriks)
 - Student Protection – *Risk Management, Annual Review* (update progress)
 - "I Care" (handout – update)
 - Student Protection Contact Inservice
 - Transfer notes – *Primary/Secondary Schools; importance of implementation*
 - Code of Conduct – *BCEC – future use*
 - Professional Development & Planning Days for 2009 – *Student Protection/RE Accreditation (QIEU), What would help you?*
 - Starting/Finishing days 2008/2009
- 10.30am Morning tea
- 11.00am Learning Profile (Terry Carter)
- 11.30am Targeted Programs – *What are they? How do they work?* (Dot Shea)
- 12.00pm Sick leave forms – *Importance of submitting* (Bill Stuart)
- 12.30pm Lunch
- 1.15 Conference – *update* (Peter Lynam)
 USQ – *employment/accreditation* (Chris Fry/Margaret Hendriks)
- 2pm/2.30pm Close – Return Feedback Sheets as necessary.

(See you in St George! Margaret H)

PRINCIPAL'S MEETING - ST GEORGE - 1 MAY 2008

SEO Session 9.00-10.30am

1. Induction – Early Career Teachers - *Ian*
2. Student Protection – Risk Management Strategy, Annual Review - *Ian*
3. Transfer Notes – Primary/Secondary Schools - *Peter*
4. Staff Code of Conduct - BCEC - *Ian*
5. "I Care" Procedures - *Ian*
6. Student Protection School Contact Inservice 2008 - *Ian*
7. School starting/finishing days 2008/2009 - *Margaret*
8. QCEC School Authorities Student Protection Inservice - *Ian*
9. Children In Care of the State returns - *Ian*
10. Professional Development and Planning Days - *Margaret*

PRINCIPAL'S MEETING - ST GEORGE - 1 MAY 2008

SEO Session 9.00-10.30am

1. Induction – Early Career Teachers – *Ian*

- Summary of Recommendations
- Planning Sheet
- Draft copies of Resources on CEO Intranet Site

Link:

<https://ceo.twb.catholic.edu.au/Administration/HumanResources/Staffing/WebPages/Documents.aspx>

Action: *Review Draft copies of Resources and adapt to own school situation*

2. Student Protection – Risk Management Strategy, Annual Review – *Ian*

- NOTE: This Risk Management Strategy is an on-going process and will be adjusted according to identified risks and the annual Review
- Ensure that Student Protection School Contacts and Principal review the School Risk Management Strategy before the Annual School Visit

Action: *Review Risk Management Strategy before each Annual School Visit*

3. Transfer Notes – Primary/Secondary Schools - *Peter*

4. Staff Code of Conduct - BCEC – *Ian*

- Research by SEO during Term 2, 2008
- Copies emailed to Principals for feedback
- Inservice and implementation at 2009 All Staff Student Protection Inservice

Action: *Review draft Staff Code of Conduct and send comments to SEO*

5. "I Care" Procedures – *Ian*

- Review policy, inservice staff and implement

Action: *Review policy, inservice staff and implement*

6. Student Protection School Contact Inservice 2008 – *Ian*

- Circular

Action: *Check dates with Student Protection Contacts at your school*

7. School starting/finishing days 2008/2009 – *Margaret*

8. QCEC School Authorities Student Protection Inservice – *Ian*

- Wednesday, 21 May 9.30am – 4pm O'Shea Centre, Brisbane
- Registration Forms included in Circular (Circular No to be put in)

Action: *Complete and return Registration Form if attending*

9. Children in Care of the State returns – *Ian*

- Congratulations

Action: *Celebrate!!*

10. Professional Development and Planning Days - *Margaret*



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16 July 2008

Principals' Meeting: Agenda
Thursday, 24 July 2008

VENUE: Roma Explorers Inn
(Warrego Highway, eastern side of town)

Please note earlier start

- | | |
|---------|--|
| 8.20 am | Welcome (Margaret Hendriks) |
| 8.30am | Prayer, Strategic Plan powerpoint (John Borserio) |
| 9.00am | CEO, Human Edge Software – SAS program (Alex Babauskis) |
| 10.00am | Occupational Health & Safety (Pat Dwan) |
| 10.30am | Morning tea |
| 11.00am | <ul style="list-style-type: none">• Child protection update (SEO's)• Early Career (SEO's)• Mentoring (SEO's) |
| 11.30am | Address to Principals (Bishop William Morris, DD) |
| 12.30pm | Lunch |
| 1.15pm | Collaborative Planning & Teaching (Liz Newman) |
| 2.30pm | Close |

STUDENT PROTECTION ITEMS

Principals' Meeting
Roma 24th July 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.

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 expire.



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 13 October 2008

Principals' Meeting: Agenda
 Thursday, 16 October 2008

VENUE: Highfields Cultural Centre
 (O'Brien Road, Highfields)

- | | |
|---------|---|
| 8.30am | Gather and Prayer (Roly Poulton) |
| 8.50am | Director |
| 9.15am | Staffing (SEO's). Primary Principals and P-12 Principals will be in this session. Secondary Principals will work with Robyn and Margaret to discuss management of group activity in the Critical Incident session. |
| 10.00am | Mentoring project – progress update. (Suzanne Cavanagh) |
| 10.30am | Morning Tea. |
| 11.00am | Critical Incident Management. Robyn has prepared a package and group activity to assist Principals in what they need to develop to implement the diocesan policy on this issue. It will be a practical session with each group assisted by a secondary Principal. It is hoped that Principals will leave with some documentation which can be used to inform staff for the Professional Learning and Planning days in 2009. |
| 12.30pm | Lunch |
| 1.00pm | Annual Priorities for 2009 – CEO |
| 2.20pm | Student Protection Update (Ian). |
| 2.30pm | Questions / Conclusion |

*****Note:** Please bring along your Critical Incident Plan / documentation to the meeting or anything that might be worth sharing to help Principals with their responsibilities in this area. Robyn has accessed the material on the website which Pat Dwan has supplied.

STUDENT PROTECTION ITEMS

Principals' Meeting

Highfields – 16 October, 2008

1. CHILD PROTECTION WEEK 2008:

Thank you for your efforts to make Child Protection Week (CPW) a success in your school community this year. To assist us with planning for 2009, please complete the attached CPW Survey and return to your Senior Education Officer today.

ACTION: Complete CPW Survey and return to Senior Education Officer today. (Survey attached)

2. 2009 ALL STAFF STUDENT PROTECTION IN-SERVICE:

Confirmation of agendas, presenters and venues in each location will be finalized before the end of Term 4. Thank you to those who have sent in feedback and suggestions since the last Principals' Meeting in Roma.

ACTION: Ensure dates for 2009 In-service (distributed in Roma) are in your school calendar for 2009.

3. STUDENT PROTECTION AND RISK MANAGEMENT KIT:

By early next year, the current Student Protection and Risk Management Kit will be split into two folders:

Folder 1 – Student Protection Policy and Procedure

Folder 2 – Student Protection Risk Management Strategy

This will streamline processes and cover compliance under Child Protection legislation (Folder 1) and Commission for Children, Your People and Child Guardian legislation (Folder 2).

ACTION: For Your Information – no immediate action required

4. STAFF CODE OF CONDUCT:

Thank you for your feedback and suggestions on the draft Staff Code of Conduct distributed at Roma. The document is being finalised and will be presented to Principals during Term 1, 2 009 and to all Staff at the Student Protection In-services next year.

ACTION: For Your Information – no immediate action required

5. LEGAL UPDATE – PRE AND POST FORMAL PARTIES:

A Special Update on Pre and Post Formal Parties from Suzanne Brookes is attached for your information. As it is getting close to the end of the year, Update 10 Parties and Student Safety from 2007 is also attached for your reference

ACTION: Share with Student Protection School Contacts, staff and school community as appropriate. (Updates attached).

6. REQUESTS FOR INFORMATION ON STUDENTS:

From time to time, individual staff or schools have received requests for information on students from outside agencies eg Department of Child Safety; solicitors operating on behalf of parents; etc. Please remind staff that any approaches for release of school information on students should be sent, by the outside agency, to the Director as the responsible authority of the release of information. Information is normally only released by the Director as a result of a court order or a subpoena for specific details. Staff who operate outside these guidelines may be exposing themselves to legal liabilities such as defamation or failing to follow the directions of their employer. Principals should contact their Senior Education Office immediately if any requests for release of information on students are received by the school or individual staff. The above information does not apply to normal school reporting processes.

ACTION: Inform staff of procedures. Include in Staff Handbook.

7. MANAGING POLICE INTERVIEWS:

Policies and procedures for managing requests for interview of students by Department of Child Safety Officers and/or police in relation to Child Protection matters are being finalized by the QCEC Student Protection Working Party.

The attached pages from the School Principals Legal Guide on Managing Police Interviews are provided as background information on the powers of the police and duties of schools if a request is made by police to interview a student at school over any matter.

Sometimes police approach the school requesting interviews with students over matters not related to child protection.

ACTION: Inform staff of rights and responsibilities. Contact Senior Education Officer if further information is needed (See attachment).