

DRAFT3 (December 2005)

**STUDENT PROTECTION COMPLIANCE
CHECKLIST**

For Annual School Visit

N.B. Principals are required to provide evidence to verify how each of these items on the checklist are implemented.

Work Procedures

Yes No

1. Are all staff (including volunteer/religious) aware of the legislation requiring mandatory reporting of child-related sexual abuse of students (under 18 y.o.) by a staff member?
2. Are all staff familiar with the QCEC/CEO Student Protection Manual and Risk Management Procedures, including appropriate conduct by staff towards students?
3. Are all staff familiar with the nominated Student Protection Contacts in their school?
4. Do all staff working with students (under 18 y.o.) in your school know how to report 'harm' that could be defined as child abuse or inappropriate behaviour or bullying, in accordance the CEO reporting procedure?
5. Are copies of the Reporting Forms [A (mandatory) and B] sent to the relevant Senior Education Officer at the Catholic Education Office?
6. Is there provision for staff to review student protection issues eg. at staff meetings?
7. Do all staff members understand the procedures and their roles and responsibilities, including the Principal and Student Protection Contacts?
8. Are staff familiar with the 'Code of Conduct' and appropriate codes of behavior and have been helped to understand them?
9. Is there professional support for Student Protection contacts (through Student Protection Officers) at least once per year?
10. Are records regarding student protection matters at all levels kept appropriately secure?

Training

Yes

No

11. Have all staff (teaching and non-teaching) attended training on the procedures to be followed?
12. Does the school maintain records of all employee's training, including details of attendance, dates, content, name and qualifications of trainer?
13. Has the training covered issues central to student protection, particularly an understanding of the concept of 'harm' and procedures, forms etc?
14. Is there provision for new staff to receive the appropriate training?
15. Are there provisions for ongoing training and revision for current staff?

Personnel Selection and Screening

16. Are the Screening Procedures and Guidelines followed in the selection and recruitment of new employees?
17. Do all non-teaching staff and volunteers have current 'blue cards' (suitability checks) in all situations where these are required?
18. Is there a current/up-dated register of all Blue Card holders including their numbers and expiry dates?
Who maintains this register? _____
19. Does the person responsible for maintaining the Blue Card register forward all copies of the Blue Card details to the Catholic Education office Personnel Officer?

Risk Management

20. Do you identify and assess risk of 'harm' to students in all areas of your school operations and ensure risk controls (e.g. check venues before taking students on excursions, camps and being diligent in supervision activities) are understood, put in place and regularly updated?

- | | Yes | No |
|---|-----|----|
| 21.. Are staff familiar with the risk management framework for extra-curricular activities including excursions, camps etc and utilise these forms accordingly? | | |
| 22. Does your school have a register of permissions and approvals for activities/excursions etc? | | |
| 23. Does your school have an incident registers for incidents other than child-related abuse and neglect? | | |
| 24. Are their means in your school community to promote themes and strategies in protective behaviours eg. posters, brochures? | | |
| 25.Do students receive regular education regarding protective behaviours and personal safety skills? | | |
| 26. Do parents/caregivers/students involved in your school know how to report 'harm' that could be defined as child abuse or inappropriate behaviour or bullying? | | |
| 27.Have you informed parents/caregivers of students of the Diocesan Student Protection Policy and invited them to attend an information night about the Policy? | | |
| 28.Are staff including volunteers and religious who work with students in your school aware of the risks through the Internet, digital cameras and mobile phones? | | |
| 29.Is there provision for a review of student protection strategies? | | |

Additional Comments: _____

Principal Signature: _____

Senior Education Officer Signature: _____

Date: _____