



## CATHOLIC EDUCATION OFFICE DIOCESE OF TOOWOOMBA

**Program of training based on the reviewed and updated written processes and training material to be accredited by the Non-State Schools Accreditation Board:**

**A. Principals, Student Protection Contacts and School Counsellors:**

1. "Train the Trainer" - 1 day professional development to be conducted on professional development and planning days in January 2010

**B. Other staff training as follows:**

1. Following the "Train the Trainer" professional development day, training will be delivered to school staff by Principals, Student Protection Contacts and School Counsellors as appropriate during term 1, 2010.
2. Staff who are unavailable to attend due to illness will be required to complete the training modules on-line.
3. Records/certificates of attendance will be issued to staff who attend and complete the training. These records/certificates will be valid for the continuing professional development requirements of the Queensland College of Teachers in 2010.
4. Relief staff and volunteers will be required to attend either (1) or (2) above.
5. New staff will be given the training as integral to their induction process.
6. Catholic Education Office Diocese of Toowoomba staff will be given training during term 1, 2010. Records of attendance will be issued.
7. Training modules will be available on the Catholic Education Office Diocese of Toowoomba intranet site once they have been accredited by the Non-State Schools Accreditation Board.

**C. Ongoing staff training:**

1. Prior to the commencement of each school year a student protection in-service will be conducted for all school staff employed by the governing body at each Catholic school in the Toowoomba Diocese.
2. Additional specialised student protection in-service will be conducted bi-ennially for all school staff across the Toowoomba Diocese. This student protection in-service will be conducted by specialised presenters such as Taskforce Argos of the Queensland Police Service.

3. Information concerning student protection is presented at each Principals Information Day to all primary and secondary school principals within the Toowoomba Diocese. Principals Information Days are held quarterly in each term of the school year.
4. School based staff are provided with ongoing professional support and guidance through the allocation of a Senior Education Officer to each school in the Toowoomba Diocese to assist in the handling of student protection matters. This will be further enhanced by the appointment in 2010 of a specialised Student Protection Officer within the Catholic Education Office, Diocese of Toowoomba.