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BY:.....

BISHOP'S HOUSE

73 Margaret Street
P.O. Box 756
Toowoomba Qld. 4350
Australia
Tel. (07) 4632 4277
Fax. (07) 4639 2251

20 October 2011

Emeritus Professor Vi McLean AM
Chairperson
Non-State Schools Accreditation Board
PO Box 15347
CITY EAST QLD 4002

Dear Professor McLean

Re: Implementation of training in relation to accredited Student Protection Policy and Procedure

I acknowledge receipt of your letter dated 11 October 2011 requesting information relating to the implementation of the accredited Student Protection Policy and Procedure.

Please find enclosed a summary report which details the training and professional development activities undertaken by the Catholic Education Office, Diocese of Toowoomba, in relation to the implementation of the accredited Student Protection Policy and Procedure across all employees and relief staff. This report is prepared in relation to requirement 7 of the schedule of the compliance notice of 19 August 2009 from the Non-State Schools Accreditation Board.

In addition, I advise that the employment of Mr Fry and Mr Hunter was terminated in December 2009.

Please do not hesitate to contact me should you require any additional information or clarification.

Yours sincerely

**Fr Brian Sparksman for
Bishop Brian V Finnigan
Apostolic Administrator
Diocese of Toowoomba**

Enc



CATHOLIC EDUCATION OFFICE DIOCESE OF TOOWOOMBA

STUDENT PROTECTION POLICY AND PROCEDURE 2010 – TRAINING IMPLEMENTATION REPORT

1. Introduction

The Catholic Education Office, Diocese of Toowoomba received advice from the Non-State Schools Accreditation Board on 11 October 2010 that the revised Student Protection Policy and Procedure met the requirements of both section 366 of the *Education (General Provisions) Act 2006* and section 10 of the *Education (Accreditation of Non-State Schools) Regulation 2001*.

Pursuant to the compliance notice of 19 August 2009, specifically paragraphs 7(b),(c) and (d) of the schedule to the notice, the Catholic Education Office has now implemented the required training program in relation to the revised Student Protection Policy and Procedure.

2. Training implementation

The Biennial Student Protection In-Service Training, covering the implementation of the new Student Protection Policy and Procedure, has occurred at 10 locations across the Diocese, commencing in January 2011 and concluding in August 2011. This training was attended by school employees and employees working within the Catholic Education Office at Toowoomba, with a total of 1057 participants.

Training was delivered by two facilitators for each in-service, who were either Senior Education Officers, the Assistant Director Staff and School Development, the Student Protection Officer or School Counsellor.

Acknowledging that a number of employees have been either unavailable for the scheduled training dates, or have been on leave, and that a pool of relief teachers exist within the Diocese, the Catholic Education Office has also placed training material on-line, for access by these parties. Written communication has been submitted to all relief staff around the requirement to view this training material. Those who complete the training on-line are required to submit a declaration to this effect to the Catholic Education Office.

To date 79 individuals have completed this training on-line, with ongoing follow up in relation to the remaining employees.

Page 3 of this document is a spreadsheet outlining the training attendance across the Diocese.

3. Training Content

The Student Protection In-service training topics covered:

- Provides a clearer understanding of the broader issues of child abuse and student protection
- Promotes the values, attitudes and behaviours essential to student protection
- Increases awareness and assists in making assessments about student protection
- Increases knowledge and understanding of student protection processes
- Reinforces staff awareness of student protection reporting responsibilities
- Help staff understand how they can access support
- Catholic Education Office Toowoomba Student Protection Policy and Procedures

The training material placed on-line can be located at:

<http://www.twb.catholic.edu.au/Board/Pages/GuidelinesSP.aspx>

Mandatory Student Protection Inservice Training 2011

This training package includes:

1. Student Protection Mandatory In-service Training PowerPoint 2011
2. Student Protection Mandatory In-service Employee Guide 2011
3. Student Protection Mandatory In-service Employee Workbook 2011
4. Student Protection Policy and Procedure 2010
5. Diocese of Toowoomba Staff Code of Conduct

4. Certification of Attendance

Individual certificates of attendance have been provided to all training participants, highlighting the topic areas covered by the training, and that the training meets the following professional standards under the Queensland College of Teachers registration requirements:

- Standard Seven: create and maintain safe and supportive learning environments
- Standard Eight: foster positive and productive relationships with families and the community

The Catholic Education Office has retained electronic copies of each certificate issued.

5. Evaluation and continuous improvement

The Catholic Education Office has included evaluation forms as part of the training process, which have been collated post training and used to inform training refinement and delivery.

The Catholic Education Office is now undertaking the development of interactive on-line training in student protection to increase the accessibility and availability of training to all staff.

6. Summary of Student Protection In-service Training attendance

| Date | Location | Presenter | Total Attending |
|----------------------|---|---|-----------------|
| January 21, 2011 | Highfields | Robyn Sharp, Senior Education Officer Suzanne Cavanagh, Senior Education Officer | 177 |
| January 21, 2011 | Middle Ridge Golf Club | John Coman, Senior Education Officer Michael Cash, Acting Senior Education Officer | 95 |
| January 21, 2011 | Hume Ridge | Shirley Ledger, Student Protection Officer Margaret Hendriks, Assistant Director, Staff & School Development | 201 |
| March 18, 2011 | Toowoomba | Shirley Ledger, Student Protection Officer | 54 |
| April 27, 2011 | Dalby | John Coman, Senior Education Officer Robyn Sharpe, Senior Education Officer | 161 |
| April 27, 2011 | Warwick | Suzanne Cavanagh, Senior Education Officer Kerri Marshall, Acting Student Protection Officer | 172 |
| June 21, 2011 | Toowoomba | Peter Simpson, Student Protection Officer | 12 |
| July 11, 2011 | Charleville | Robyn Sharp, Senior Education Officer | 40 |
| July 11, 2011 | Roma | John Coman, Senior Education Officer | 105 |
| July 11, 2011 | Goondiwindi | Kerri Marshall, School Counsellor Peter Simpson, Student Protection Officer | 40 |
| From August 22, 2011 | Online for relief staff and those who have missed previous sessions | | 79 |
| Total: | | | 1,136 |

Please contact the Catholic Education Office, Diocese of Toowoomba, should there be any further queries regarding the training implementation of the Student Protection Policy and Procedure.

20 October 2011