Statement of Stephen Meek  
Current Principal of Geelong Grammar School

Background and Appointment

On 2/8 August 2015, I Stephen Meek state as follows:

1. I am the current Principal of Geelong Grammar School.
2. I have a Master of Arts degree from St Andrews University and a Postgraduate Certificate in Education from Oxford University in the United Kingdom and prior to moving to Australia worked at Dulwich College, a large academic Day School in London and then at Sherborne School, a traditional boys' Boarding School in Dorset.
3. Immediately prior to my appointment as Principal of Geelong Grammar School, I was Headmaster of Hurstpierpoint College, in West Sussex, U.K. for a period of 9 years. Hurstpierpoint is a co-educational Boarding and Day School with more than 650 students, aged three to 18 years.
4. I commenced as Principal of Geelong Grammar on 1 October 2004. Geelong Grammar is an ELC to Year 12 co-educational Boarding and Day School with 1560 students of whom over 900 are boarders.

Apology

5. As Principal of Geelong Grammar School and on behalf of the School I wish to apologise unreservedly to those who have been victims of child sexual abuse while they were students at the School. The School is appalled at any form of abuse and I commend the courage of those who have come forward to bring knowledge of that abuse to the Royal Commission or other authorities.
6. As students, they had every right to attend a school where they were looked after and where their safety and wellbeing were assured. This did not happen for those victims and I am sorry.
7. Instead, they have had to live, ever since, with the trauma which is associated with child sexual abuse. Moreover, in some cases, they have not felt able, until now, to speak of the abuse which they received and thus have not been able to seek help. I am also aware that
the impact of sexual abuse has not been only upon the victims but upon their families as well. I am sorry for all of this.

8. I also know that, as a School, we did not always manage these issues well in the past, so that there were instances where our response was inadequate or inappropriate. We did not listen enough to the child or have a robust enough system to investigate the staff. As a result there were occasions where we failed those students who were in our care and who became victims of sexual abuse. I regret that was the case and am sorry for it.

9. I hope that the victims have felt a sense of justice through the criminal proceedings which have taken place and will find the Royal Commission’s investigation provides them with an opportunity to be heard and hopefully to find some closure.

10. I believe that the School does now have robust child protection policies, does always put the child first and always listens to any concerns that the students have. I believe that our policies and our culture are such that our staff are alert to any suspicious actions and that our investigations are thorough. I also believe that we will, like all schools, be further strengthened by the recommendations which arise from the Royal Commission. None of this undoes the failures of the past, but it gives assurance for the future. I am sorry that it is only through there having been victims of child sexual abuse that society and schools will now have greater protection for children.

Policies, practices and procedures implemented at Geelong Grammar

11. At the time I started as Principal of Geelong Grammar the following child protection policies were in place:

   a. Mandatory Reporting.
   b. Initial response of staff to a student reporting or alleging sexual assault. 2004.

12. During my 11 years at Geelong Grammar, the School has implemented new, and expanded upon existing, policies to ensure the safety of the children who have been entrusted to our care. The relevant policies are as follows:
a. Requirement that all existing non-teaching staff undertake a National Police Record Check. May 2006. (It had been mandatory for new non-teaching staff since 2002 and voluntary for existing staff. This change made it obligatory for all non-teaching staff, existing and new. See Paragraph 39 below).


g. Transportation of Students in Vehicles by Staff Policy. January 2015.

h. Staff Alcohol and Other Drugs Policy. January 2015.

i. Policy for Obligation to Disclose Sexual Offence Committed Against a Child. February 2015.


13. The current paper version of the School's Pastoral Policies contains all the School's current pastoral care policies as at February 2015. This booklet of pastoral policies is produced every year, for the start of the academic year, and is given to staff on all campuses. All teaching staff, on all campuses are required to read the policies at the beginning of each year and to sign a register with their respective Head of Campus to show that they have read the pastoral policies.

14. The online version of the Pastoral Policies is updated during the year as policies are added or amended. The online version is on the open side of the School website so that it can be seen by anyone. It is also on the staff portal.

15. The Pastoral Policies contain the policy entitled "Duty of Care". This policy outlines the legal responsibility that all staff have to look after the students in their care and to protect them from harm. All of our pastoral care policies stem from this first principle.

16. The Pastoral Principles document in the Pastoral Policies booklet outlines the pastoral principles under which the School operates.

17. As part of the staff induction programme at each campus, new staff are taken through all of the Pastoral Policies. This is done by the Director of Student Welfare at Corio, by the Heads of
Pastoral Care at Timbertop and by the Head of Campus at the two primary school campuses.

A staff induction process has been in place at each campus since at least 2005, but was updated with a unified general approach and a formal checklist for each campus to follow (although with some campus specific additions) from 2010. This was then updated to the current version in 2012. New staff are provided with a copy of this checklist. Each campus is responsible for staff training about student welfare policies, through staff meetings, particularly at the beginning and end of term. Teaching staff are informed of any major changes of child protection policy, by the Principal, Vice Principal or Director of Student Welfare at the annual teaching staff conference held in January every year, for teaching staff from all campuses. Policies are updated, periodically, in the course of the year and staff are informed of any changes via email. In addition to changes of policies, staff are also informed of all changes in government policy to do with student welfare.

18. Most non-teaching staff also have access to these online pastoral policies, but not all non-teaching staff have access to computers to access the School web page. All non-teaching staff are briefed on any changes to student welfare matters. At Corio, this is done at the termly non-teaching staff meetings. These briefings on student welfare at Corio are generally conducted by the Principal or the Vice Principal. The Heads of Campus do these briefings at the other campuses.

19. All non-teaching staff were briefed by the Vice Principal at Corio, and the Heads of Campus at the other Campuses, in February 2015 on the new obligation on all adults to report to the police, if the adult forms a reasonable belief that a sexual offence has been committed in Victoria by another adult on a child under the age of 16.

20. In 2013, the School required all teaching staff to undertake the DEECD Mandatory Reporting online questionnaire (as required for Government School teachers), to print off a certificate to say it had been completed successfully and to hand the certificate to their Head of Campus. This was done again in 2015. The e-learning module is called "Protecting the safety and wellbeing of children and young people. Mandatory Reporting Professional Learning."

21. All policies relating to staff action in the event of any suspicion or knowledge of sexual assault are listed in the Pastoral Policies.
22. Five of the policies contained within the online version of the Pastoral Policies relate to the prevention of sexual abuse of children. (The paper version of the Pastoral Policies booklet only has four policies as a new policy – Obligation to Protect Policy - became law from 1 July 2015.) They are:

a. Policy for Obligation to Disclose Sexual Offence Committed Against a Child.
   i. This policy explains the responsibility of staff to report to the Police if they have a reasonable belief that a sexual offence has been committed in Victoria by another adult against a child under the age of 16.

b. Mandatory Reporting.
   i. This policy outlines staff responsibility to inform Child Protection Services if they form a belief, based on reasonable grounds, that a child has suffered or is about to suffer harm, as a result of physical injury or sexual abuse, and if the child’s parents or guardians have not protected or are unlikely to protect the child from harm of that type.
   ii. Non-teaching members of staff are not legally mandated to report to protective services if they form a belief, based on reasonable grounds, that a child has suffered or is about to suffer harm, as a result of physical injury or sexual abuse, but the policy confirms that it is the School’s expectation that they follow the processes set out in the policy.

c. Guidelines for a Response to a Claim of Sexual Assault.
   i. The policy defines sexual assault, explains the procedures that staff should follow if they become aware of sexual assault and outlines the steps that will be taken by the School when it becomes aware of a sexual assault.

d. Initial Response of Staff to a Student Reporting or Alleging Sexual Assault.
   i. This policy provides a summary of the expectations which the School has of its staff both teaching and non-teaching, towards a student reporting or alleging sexual assault. This policy requires our staff to take all allegations of sexual assault seriously and to respond without delay.

e. Obligation to Protect Policy.
i. This policy explains the actions a member of staff must take to remove or reduce a risk of child sexual abuse, defines what is meant by sexual offence and defines what is meant by a person associated with the School.

23. All students in the Middle School and Senior School have access to the online Student Friendly Pastoral Policies, which include the School policies and procedures about sexual assault in a format which is readily understandable. They also have access to the online version of the Pastoral Policies. These policies are accessible when a student logs into their account on the School portal. At Timbertop, the Student Friendly Policies, in a printed booklet, are kept in each Unit and at the Library and Medical Centre for students to consult.

24. The Pastoral Policies also contain an Action Plan for a student to follow if harmed in any way. The Action Plan was drawn up so that students know what to do if harmed in any way and so that the staff are aware of the actions a student will take in the event of an incident of any type of harm including sexual abuse. The Plan requires staff to take action immediately once a report is made.

25. All students in the Primary Campuses at Toorak Campus and Bostock House, in the Middle School and at Timbertop have information in their student diaries about the Action Plan to follow if they are harmed in any way. The Action Plan is in age appropriate language. Students in the Senior School access the Action Plan via the online Pastoral Policies as they have an electronic diary and not a hard copy version.

26. In my opinion the Pastoral Policies and the Action Plan, together with the annual re-reading of the Pastoral Policies by the teaching staff and updates, as required, on pastoral policy developments to the non-teaching staff at the termly staff meetings, have created a strong awareness amongst our teaching and non-teaching staff of the issue of sexual abuse in schools. Staff and students are very aware of the reporting process and the staff are aware of the requirements and obligations placed on them if a report is made, or if they become aware of, or suspicious of, an incident of sexual abuse. I believe that the students are confident that their complaints will be listened to and appropriate action will be taken.

27. All staff at Geelong Grammar are aware of the high expectations placed on them to behave professionally. I believe that the policies have created an environment of certainty, whereby the staff and students are very clear on the processes and the procedures that will be followed.
The policies that have been put in place are a strong deterrent to staff members breaking the bounds of professionalism.

Additional Policies

28. In addition to the five policies referred to above, Geelong Grammar has also implemented the Transportation of Students in Vehicles by Staff Policy and the Staff Alcohol and Other Drugs Policy.

29. The former of these policies explains what steps staff should follow if there is a need to transport students in vehicles. The policy states that individual staff should not transport single students in vehicles — other than in exceptional circumstances - thereby reducing the risk of sexual assault, as individual staff are not alone with a student in a vehicle.

30. The Staff Alcohol and Other Drugs Policy defines alcohol and other drug management as part of providing a safe environment for staff and students. It also reduces the risk of sexual abuse whilst under the influence of alcohol or drugs. Students may not consume alcohol at the School or take drugs.

Creating and Updating Policies

31. As Principal, I am ultimately responsible for the drawing up of all policies to do with child protection, but I delegate the drafting of such policies to other staff. This could be the School's Senior Medical Officer, the Vice Principal, the Director of Student Welfare or the Commercial Director, depending on the topic.

32. The Senior Medical Officer is closely involved in formulating and reviewing policies on child protection. Dr John Court, who is a senior and highly regarded paediatrician, was Senior Medical Officer from 1995 to 2010. He was centrally involved in the formulation of the current child protection policies and drew up policies such as the Code of Conduct, Guidelines for a Response to a Claim of Sexual Assault and Initial Response of Staff to a Student Reporting or Alleging Sexual Assault, largely in 2004. Some of the policies have been modified since that time, to ensure that the policies are always current. Professor Fergus Cameron of the Royal
Children’s Hospital reviewed them all as part of taking on the role of Senior Medical Officer in 2011.

33. Amendments to the child protection policies are initiated by the Principal, Vice Principal, Heads of Campus and/or by the Director of Student Welfare. There is then a consultative process, where the changes are discussed with the Vice Principal, Senior Medical Officer, Heads of Campus, Director of Student Welfare, Heads of Houses and Senior Nurse at the Kennedy Medical Centre. Some policies are sent to the School’s lawyers for their input.

34. The amended or new policies would then be discussed at the Principal’s Advisory Committee, whilst still in draft form, so that all campuses are involved in the formation of the policy. Once they are finalised they then have to be approved by the Principal. Each Head of Campus would then be responsible for ensuring that the new policy was explained and sent to staff at their Campus. (The Principal’s Advisory Committee is composed of the Principal, Vice Principal, Heads of Campus, Head of Middle School, Directors of Learning, Student Welfare and Sport and the senior non-teaching staff, Commercial Director, Director of Community Relations, Registrar and Human Resources Manager. It meets once a term to discuss issues which affect all campuses and all staff etc.)

35. All policies, once they are drawn up are dated and set for review in three years’ time.

36. If government legislation changes the requirements that schools must follow, then the new policy would be drawn up by the School and checked with the School’s legal firm or is drawn up by the legal firm. All policies must then be approved by the Principal.

Prevention of abuse at Geelong Grammar

37. In addition to the policies and procedures implemented by the school, Geelong Grammar implements additional steps to ensure the safety of the children in its care, as listed below.

38. All teaching staff employed at the School must have Victorian Institute of Teaching (V.I.T.) registration. V.I.T. registration automatically includes a National Police Record Check.

39. Since 2007 all non-teaching staff, casual staff volunteers, music staff, sports staff and kitchen staff must have a Working with Children Check. Before that date all employees in these categories had to have a National Police Record Check. This was voluntary as at January 2002 for existing staff, but was required for all new non-teaching staff from this date before they could
work at the School. This became mandatory for all existing, as well as new staff, from 31 May 2005.

40. Similarly, contractors who may come into contact with children as defined by the working with children legislation, are now required to have a Working With Children Check and, before that, were required to have the National Police Record Check, as detailed above.

41. Prior to the appointment of all staff, referees must be consulted. No employment contract will be issued until we have two completed reference check forms. Throughout my time as Principal, and before that, it has been a requirement that staff applying for positions at the School must nominate at least two referees and that these referees must be consulted before an appointment is made. There have been guidelines about reference checking since at least 2002. To ensure greater consistency between the campuses, since 2008 we have required that staff must follow the "Guidelines for Recruitment and Reference Checks of New Staff". In addition to questions about the candidate's suitability for the specific job, all referees have to be asked the following questions about the person for whom they are vouching:

a. Positions at Geelong Grammar School require that staff come into contact with students and/or work directly with students. Are you aware of any previous incidents, behaviour or aspect of the applicant's history that may pose a risk to students (or staff) and therefore make the applicant unsuitable to work within a school environment?

b. Is there anything that you think we ought to know that may make the applicant inappropriate to appoint to a position within a School environment?

c. It is our policy to ask for a written reference for our record. Would you be prepared to provide one? Note: If the referee is not willing to provide a written reference then you could ask the following question. Could you please explain why you would not want to provide a written reference?

42. In addition, all staff have to be asked before they can be appointed:

a. Positions at Geelong Grammar School require that staff come into contact with students and/or work directly with students. Have you ever been involved in any incidents or engaged in any behaviour that may be regarded as inappropriate or which would pose a risk to students (or staff) and therefore make it unsuitable for you to be employed within a School environment?
43. All teaching and non-teaching staff are taken through the appropriate staff Code of Conduct as part of their induction to the School, by the Head of Campus or the Human Resources Manager. The Code of Conduct has existed since at least 1999. It was last updated in 2013. The Code of Conduct states staff obligations to abide by School policies and procedures.

44. The School implements all government requirements regarding the protection of children.

**Disciplinary action for staff misconduct**

45. The School's Discipline and Misconduct Policy is followed in all circumstances where a member of staff breaches the staff Code of Conduct and/or engages in behaviour that would reasonably be regarded as unacceptable (that includes, but is not limited to, behaviour that is illegal, damaging, negligent or dangerous) to the School, students and/or staff.

46. All misconduct by teaching staff and by senior non-teaching staff reporting to the Principal, will be reported to me, to arrange for an investigation and possible hearing, under the School's Discipline and Misconduct Policy.

   a. If an incident of sexual abuse occurs and a report is made by a student to a member of staff, or alternatively if there is suspicion that a student has been exposed to sexual abuse, that matter must be reported to the Head of Campus immediately. The Head of Campus is then under an obligation to report the matter to the Principal directly.

   b. Once a report has been made there are two alternative disciplinary pathways that the School will follow, based on the degree of seriousness of the incident. The degree of seriousness is to be determined by the Principal of the School.

   c. Once the Principal is made aware of the report or suspicion, if he determines that it appears to be a less serious incident then he will ask the Head of Campus to conduct an investigation. The Head of Campus will speak to the student involved, in the company of another member of staff (gender appropriate) and also to the member of staff to ascertain what has occurred. If the Head of Campus concludes the investigation and feels that there is no case to answer, then the matter will close. If the Head of Campus believes that there is an issue which needs further action, the Head of Campus will report that to the Principal, who will then authorise a formal investigation. Once a formal investigation is concluded, the Head of Campus will recommend that either there
is no case to answer or that there is a case to answer which should go forward to a disciplinary hearing. The Principal will then conduct a disciplinary hearing, with the outcome ranging from no case to answer through to dismissal. If, as a result of the investigation, it becomes clear that it was a serious issue then the police would be informed by the Principal.

d. If the report or suspicion relates to a matter that is a more serious sexual offence, then I would immediately write to the member of staff to inform them that they were suspended on full pay pending the investigation. The matter would also be reported to police to investigate, either independently or in conjunction with the School’s internal investigation. If the police charge a teacher for the sexual abuse of a child, then the V.I.T. would be informed immediately that charges had been laid.

47. The School and its teachers are obliged by law to inform the police if they have a reasonable belief that a sexual offence has been committed in Victoria by another adult against a child under 16 years of age. Allegations of child sexual abuse will be reported to Victoria Police by the Principal or the Vice Principal, although the staff member can inform Victoria Police directly themselves.

48. Any sexual abuse offences committed by a teacher in the Early Learning Centre would be reported to the Early Childhood Development section of the Department of Human Services by the Principal, the Vice Principal, the Human Resources Manager or the Head of the Primary Campus.

49. The Principal, Vice Principal or Heads of Campus are responsible for informing the relevant authorities of any risks to children as required under mandatory reporting laws.

50. Staff who have concerns about a child which they think should be reported to the police or other authorities are asked to report it to the relevant Head of Campus who will report to those authorities. However staff are also reminded, in the policies, that they have the ultimate responsibility to report their concerns directly to the police, or other authorities, if the Head of Campus does not do it.

51. All misconduct by non-teaching staff (except those senior non-teaching staff who report to me) and any other staff whose contract of employment is signed by the Commercial Director, for
example, peripatetic Music Tutors, is to be reported to the Commercial Director, to arrange for an investigation and possible hearing, under the School’s Discipline and Misconduct Policy.

Settlement of claims

52. The School has settled claims made by past students who have suffered sexual abuse by teachers at the School. The process has been as follows:

53. Generally, past students have contacted me to inform the School about the abuse which they have suffered. I would inform the Commercial Director and ask him to search for any relevant files. I would inform the Chairman of Council about the allegation. The Commercial Director and/or I would then discuss the case with our lawyers and our insurers, as applicable. I would inform the School Council at the next Council Meeting or at the next Telephone Conference of the abuse allegation.

54. We would ask the victim to obtain legal advice, if that had not already been done, as a precursor to any settlement. We have not settled with anyone in my time unless they have got independent, legal advice.

55. To gain a better understanding of the victim’s condition, we would ask for a medical report, which we would send to our own medical expert for an opinion. We would then discuss the matter with our lawyers and the insurance company, if applicable, to assess the likely range of figures in which the settlement would be reached. The School relied heavily upon the advice and experience of its lawyers and insurers, as to what would be an appropriate settlement amount.

56. I would inform the Council, at the next Scheduled Council Meeting or Telephone Conference, about the upcoming settlement meeting. On no occasion, do I recall the Council giving directions or advice as to the figure for which we should settle. It left the matter to the judgement of our lawyers, insurers and the Commercial Director and the Principal. The Commercial Director and I would discuss the case and likely settlement before he attended the settlement meeting or mediation.

57. The Commercial Director and our lawyer attended the settlement meetings on behalf of the School. The Commercial Director attended the meetings because he is a very senior member of the staff and he had worked very closely with the insurers and the lawyers. At the end of the
negotiations, the Commercial Director always offered the victim an apology on behalf of the Principal and the School.

58. There were two claims in which I personally provided instructions to the lawyers representing the School. They were first a claim by a student BKR who was abused by Mr Andrew MacCulloch during his time at the School between 1984 and 1986. The second victim was a student who was abused by Phillip Trutmann in 1985. Both of those claims were settled following communications between the parties' solicitors and without a settlement meeting.

59. All claims which have been brought to the School and where we have been provided with the details necessary to investigate the matter, have been accepted by the School and have been settled. There has been no claim where we have been given the details of the abuse, which we have not accepted and settled. However, there are some cases where the victims have contacted us to say that they were the victims of abuse at the School, but have not yet provided us with the details of the abuse sufficient for us to investigate and/or have not yet provided us with the name of their legal representative with whom we can work. There are seven students in this category.

60. The terms of settlement agreements were a matter for our lawyers.

61. I am aware of two instances in which the School pleaded a limitation of actions defence, on the advice of its lawyers. In addition there were a number of cases which were settled without proceedings being commenced, in which reference was made by our lawyers to that defence. In hindsight, that position should not have been taken, as the victims needed our support. Our main concern is the welfare of all previous students of Geelong Grammar who have been victims of sexual abuse.

Record keeping

62. The School maintains a file on all students for the period of their enrolment at Geelong Grammar.

63. In the junior campuses the files are kept together as a whole campus, as is also the case at Timbertop. In the Middle School and in the Senior School the files are kept in the students' Houses.
64. When a student leaves the School or completes Year 12, the Head of House or Head of Campus, as appropriate, should pass the file onto the School’s archives for storing.

65. I am aware that we have gaps in our records and that some files for students, teaching and non-teaching staff cannot be located.

66. The School stores documents for 7 years after a student has left the School or until they attain the age of 25. In practice, all files handed in to the School archives have continued to be stored.

67. As soon as I became aware of the allegations of historical sexual abuse at the School, I implemented a policy that, despite storage problems, all files were to be retained, so that if there were to be further allegations in the future, we would have files to which to refer. To my knowledge none of the files stored in the School archives have been destroyed whilst I have been Principal of Geelong Grammar.

68. For storage reasons, we currently have a project in place whereby we are scanning each of the files in the School archives to store them electronically. Currently we have the paper file and the electronic file.

69. Medical files are stored separately to the main student file, for the purposes of confidentiality. Those files are also being scanned to be stored electronically. Currently, we also have the paper file and the electronic file.

70. The School maintains a file on all teaching and non-teaching staff for the period of their employment at the School. Once a member of staff leaves the School, the file should be stored.

71. The School also possesses what are called the "K files". Those files contain information of a sensitive and confidential nature about staff or students that has come to the attention of the School and are stored separately from the general files. The purpose is to limit the access to those sensitive files, so that staff who have access to the general files do not read these sensitive files.

V.I.T.

72. As Principal I am responsible for the School’s relationship with V.I.T. Whenever, the School appoints a new teacher, it logs onto the V.I.T. website (via a secure confidential password) to check that the new staff member is V.I.T. registered. It also advises V.I.T. through the website that the teacher is now working for Geelong Grammar School. In addition, the School also
reviews and updates its list of teachers with V.I.T. at the end of each term. It also completes an annual return with V.I.T., as is required of all schools, in June or July, listing the names and registration details of all teachers working at the School, at that time. Teachers have to renew their registration every five years. They also have to update their registration annually, to show that they have undertaken the required professional development etc. In addition, V.I.T. notifies the School, and the teacher, as to when their registration will expire and will need renewal. The School also contacts the teacher to ensure that they renew their registration by the due date and monitors their registration through the V.I.T. website. This work is undertaken by the Human Resources Department. From 30 September, 2015, Early Learning Centre (ELC) teachers will require V.I.T. registration under new Victorian State legislation which comes into effect at that date. Currently ELC teachers are registered with the Department of Human Services. Every six months all staff working in the ELC are reviewed to ensure that they have a current Working With Children check.

As Principal, I am responsible for informing the V.I.T. if a registered teacher at the School is charged with, committed for trial for, or convicted or found guilty of a sexual offence. This would be done in writing by me or could be delegated to the Vice Principal, the Head of Campus or the Human Resources Manager. The School has made various reports to the V.I.T. during my time as Principal, two of which were of a sexual nature and the others regarding unrelated issues.

Responses to child sexual abuse occurring while I have been Principal

There have been three cases of allegations of child sexual offences at the School while I have been Principal.

In 2007, three Year 10 students reported to their Head of House, upon returning from a Year 10 Geography Field Trip, that they believed that a member of the teaching staff, Stefan Janse van Vuuren, had taken pictures up the skirts - "upskirting" - of girls on the Field Trip. The Head of House reported the incident to the Head of Campus at Corio, who then informed me. I asked the Head of Campus to interview the girls to get a clear understanding of what had taken place. Having spoken to the girls, he confirmed the basic details and I decided that the police must be
informed, which I immediately did. I did not suspend van Vuuren at this stage, as the police did not want him alerted that they were going to interview him that evening. I did inform the Chairman of Council.

76. Once the police had interviewed Stefan Janse van Vuuren that evening, I saw him the next morning to explain that I had asked the Head of Campus to investigate the matter and was suspending van Vuuren on full pay, pending the outcome of our investigation and/or that of the police. I also told him that he could continue to reside in his School house during the investigation, but could not enter the main part of the campus and must have no contact with students.

77. Later that day, I received a report of his investigation from the Head of Campus who indicated that he felt that there was a case to answer. I thus asked Stefan Janse van Vuuren to attend a disciplinary hearing, under the School's Discipline and Misconduct Policy. At that hearing he confirmed that he had taken upskirting pictures of the girls and therefore I dismissed him from the School staff, with immediate effect, for gross professional misconduct.

78. I then wrote to V.I.T. to inform them of the action which I had taken and, following correspondence with them, sent them the relevant documents. At a subsequent hearing V.I.T. declared that Stefan Janse van Vuuren could no longer be a registered teacher. Van Vuuren was subsequently charged and convicted in the courts.

79. In 2009, I was informed by the Head of the Toorak Campus that a member of staff, Chris Stitt, working in the Early Learning Centre (ELC), had been arrested by the police and had been charged with possession of child pornography. It was made clear by the police that Stitt had no inappropriate images of students at the School, nor was he being charged with any inappropriate behaviour with the students at the School. I suspended him on full pay pending an investigation. I informed the Chairman of Council of the arrest.

80. Following an investigation by the Head of the Toorak Campus, I held a disciplinary hearing under the School's Disciplinary and Misconduct Policy and dismissed Chris Stitt as an employee of the School, with immediate effect, for gross professional misconduct.

81. I was advised that we did not need to inform the Early Childhood Development section of the Department of Human Services as the police had already done it.
82. In 2011, a Year 9 student at Timbertop asked the Music Coordinator at Timbertop if she could change her Saxophone teacher – a peripatetic Music Tutor, BKD. From further discussion the Music Coordinator discovered that the student was not comfortable in the presence of BKD, felt that he used inappropriate language and, from time to time touched her on the shoulder which made her feel "weird".

83. The Music Coordinator reported this conversation to the Acting Head of Campus (the Deputy Head) and he informed me, as Principal. I asked that further investigation be undertaken. I also advised that, as the Music Tutor in question was a peripatetic music teacher, and his contract was signed by the Commercial Director, it would be for the Commercial Director to hold any hearing etc., under the School's Discipline and Misconduct Policy.

84. This preliminary investigation was undertaken by the Head of Campus (who had returned the next day), who gave me an oral report about the investigation. I asked him then to speak to the Commercial Director as he would be managing the issue as the peripatetic music teacher came under his delegation. The Commercial Director asked for a formal investigation to be undertaken, by the Head of Campus. The Commercial Director wrote to BKD to inform him that a formal investigation was being undertaken by the Head of Campus and that BKD was placed on leave with full pay, pending the outcome of the investigation. He was also sent a copy of the School's Discipline and Misconduct Policy.

85. The Head of Campus gave the letter to BKD and interviewed him about the allegations. BKD denied that his actions were inappropriate, but did accept that he would tap the rhythm on the leg of the student from time to time. The next day, BKD chose to resign his position at the School. The School's investigation still went on at the School, speaking to the original student and to other students who were also taught by BKD. The original girl's parents were also informed of the concern their daughter had raised. It was not possible to re-interview BKD, as he was no longer an employee of the School. On the basis of his formal investigation, the Head of Campus recommended to the Commercial Director that there was a case to be heard.

86. The Commercial Director wrote to BKD informing him that a formal hearing would have been arranged if he had continued to work at the School. The Commercial Director also wrote to V.I.T. to inform them and, later, V.I.T. was sent the relevant documentation from the investigation. V.I.T. informed the School that it would not take further action as it deemed that
the allegations against BKD did not constitute serious misconduct or a lack of fitness to be a teacher.

VRQA

87. The VRQA audits the School every 5 years. The School is currently in the process of an audit.

[Signature]

Stephen Meek