

TERMS OF REFERENCE FOR INSPECTION ON NOTICE OF [THE SCHOOL
[THE] FOR THE PURPOSE OF ENSURING THE SCHOOL IS COMPLYING WITH THE
SCHOOL EDUCATION ACT 1999 WITH PARTICULAR REFERENCE TO

- i. the school's policies and procedures related to the level of care, safety and welfare of students and
- ii. since the introduction of the Act.

PERSON AUTHORISED: Mr Greg Clune

REPORTING TO: Department of Education Services

TIMEFRAME: Preparation of scope for School Visit
School Visit 29 October 2012
Report to DES 16 November 2012

PURPOSE OF INSPECTION:

- i. to examine if school currently has appropriate policies and procedures in place to ensure students enrolled and attending at the school are protected and safe
- ii. to examine if current polices and procedures are fit for the purpose and reflect best practice
- iii. to investigate the situation that lead to a conviction of a teacher in 2010
- iv. to enable DES to ascertain if the school currently satisfies registration requirement or
- v. if the school is in breach of any Registration Standard focussing on policies and procedures relating to the level of care, safety and welfare of students both currently and since the introduction of Mandatory Reporting.

PROCEDURE

The Consultant will

- i. liaise with the current Principal regarding the scope of the inspection
- ii. request certain information from the Principal
- iii. inspect records held at the school pertaining to the case
- iv. conduct interviews with staff involved with the case (where possible)
- v. interview other staff regarding the application of current Polices and Procedures.