

## **Responsibilities of Student Protection Contacts**

- To fully understand and embrace their obligations in the role
- To adhere to all student protection reporting processes as expected of a staff member of Catholic Education
- To receive an allegation or complaint of behaviour of a staff member towards a student that a student or parent considers is inappropriate and to inform the principal or Manager Professional Standards if the allegation/complaint involves the principal, via the Record of Concern module within the SPCMS.
- If consulted by a staff member in relation to reasonable suspicion of sexual abuse or likely sexual abuse of a student from any source, to advise that staff member to report this immediately to the Principal or the Executive Director (as the delegate of the Director of the Governing Body) via the Record of Concern module within the SPCMS.
- If consulted by a staff member in relation to reasonable suspicion a child has suffered significant harm and may not have a parent able and willing to protect the child, to advise that staff member to report this immediately to the Principal or the Executive Director (if the matter relates to an allegation against the Principal) via the Record of Concern module within the SPCMS.
- To make appropriate Student Protection records via the SPCMS
- To assist the principal in the management of student protection incidents if requested
- To assist the principal in the support of students and staff when appropriate
- To complete the Visibility in Schools Checklist in Term 1
- Be willing to have their photo placed on the Cairns Catholic Education public website on the Student Protection page
- To seek advice and support from CES Student Protection Officer as appropriate

Excerpt from “Student Protection Contacts Roles and Responsibilities”