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**TO: REGIONAL DIRECTORS, ASSISTANCE REGIONAL DIRECTORS  
PRINCIPALS  
PRESCHOOL DIRECTORS  
OUTSIDE SCHOOL HOURS CARE DIRECTORS**

**RE: RESPONDING TO ABUSE AND NEGLECT EDUCATION AND CARE  
UPDATE TRAINING DVD**

Attached is a three hour professional development DVD to be delivered to staff at your site during 2009. It provides an update on professional development in the area of promoting and protecting children and young people's safety and wellbeing. It is designed as a group staff learning and planning opportunity and should be used together with the explanatory notes included in this package and in the handouts section of the DVD for staff and site leaders.

The program is a requirement for teacher registration renewal in South Australia and has been developed in collaboration with Catholic Education SA, the Association of Independent Schools SA, the Department for Families and Communities and the Teachers Registration Board. It is recommended that the program is provided over the next two terms and no later than the beginning of December 2009 so that teachers renewing their registration this year are able to meet requirements.

**NB. Your particular attention is drawn to the requirement that staff in DECS sites follow the process for documenting mandatory reports as required in Part 1 of this DVD. These processes were introduced across DECS in August 2008 and are outlined in full on the DECS website at:**

**<http://www.decs.sa.gov.au/speced2/pages/childprotection/>**

All enquiries relating to the DVD should be made to the DECS Child and Student Wellbeing Unit on 8226 0870.

A handwritten signature in black ink, appearing to read 'Jan Andrews'.

Jan Andrews  
**DEPUTY CHIEF EXECUTIVE, SCHOOLS AND CHILDREN'S SERVICES**

Date: 28 April 2009

# Explanatory Notes for Site Leaders / Facilitators

## What is the DVD?

The DVD is a 3 hour professional development program focusing on the issues of abuse and neglect as they impact on children and young people and the professionals who teach and provide care for them. This new program builds on the full day training which personnel should have accessed over the period 2006 to 2008.

This area of professional development was previously called mandatory notification training. The change in name to *Responding to Abuse and Neglect* reflects that this program focuses on the wide range of ways that education and care personnel can contribute to children and young people's welfare. One of these contributions is their legislated requirement to report suspected abuse and neglect.

The DVD is a combination of audio and visual information, including short interview video clips. It includes a number of discussion activities supported with appropriate handout materials. It is designed specifically for groups of professionals who work together at a particular site or within a particular education or children's services community.

Part 1 is a snapshot of current child protection information and a summary of new processes and resources designed to improve the way education and care staff contribute to the wellbeing and safety of children, young people and families.

Part 2 is a focus on understanding how abuse and neglect impacts on children and young people's development, how it influences their behaviour and what we can do, in our day to day work, to better engage and support children and young people affected by abuse and neglect.

The third section titled "Handouts" contains the handouts required for Parts 1 and 2, as well as the participant certificate, the participation register and the key slides for use by the facilitator/ site leader. To access these printable files use the DVD through a computer, go to the Handouts section and the files can be printed directly from the DVD or saved onto a desktop and then printed.

## How does the program connect to teacher registration requirements?

Completion of this professional development program is a requirement for all teachers who will renew their teacher registration in 2009, 2010 and 2011. It is vital that all teachers who participate in this program are provided with a certificate signed by the site leader. The certificate template is included on the DVD in the Handouts section. Please see the list of responsibilities overleaf for advice about forwarding verified copies of teachers' certificates directly to the Teachers Registration Board.

NB. The training must be provided to staff no later than the beginning of December 2009 so that teachers renewing their registration in 2009 can provide the required verification of participation with their Teachers Registration Board application.

## Does the DVD require an accredited trainer?

No. This update DVD relies on a site leader to facilitate its use and to ensure that participation is made as positive as possible in terms of ease of viewing and hearing and of opportunities for professional discussion or planning.

Pre-service full day training will continue to require an accredited trainer for its face to face delivery.

## What technology is required to run the DVD?

The DVD can be viewed on any DVD player or on your personal computer using software such as Windows Media Player.

It could also be shared between multiple computers over a network. Your network administrator should be able to assist with this. Take time to establish the suitability of your software well ahead of the program delivery.

## What is the recommended way of delivering the DVD?

It is strongly recommended that Parts 1 and 2 are delivered on separate occasions and in the order they appear on the DVD. If both parts are run in the one session, a break of at least an hour between the sessions is strongly recommended.

The most important consideration is the size and layout of the room and the capacity of all participants to see, hear and engage in discussion. Site leaders of large staff numbers are encouraged to consider using more than one room to facilitate easier viewing. Additional copies of the DVD are available for borrowing from your sector or regional offices.

## How can I navigate the DVD?

You can access Part 1 Child Protection Snapshot, Part 2 Understanding and Transforming Trauma and Handouts by clicking those sections on the main (opening) menu. You need to do this in order for the DVD to run.

At points where discussion is to occur a "Pause" sign will be seen on the screen to alert you of the need to pause the DVD. Don't use "stop" unless you are ready to leave the DVD at the end of the first or second part, otherwise you will have to return to the main menu and fast forward your way to your previous place. When you have completed your discussion, resume by pressing "play."

You can also pause the DVD at any time if you wish to spend longer considering the material provided.

The DVD will automatically return to the main menu at the end of Parts 1 and 2.

Checking your software before hand is essential. If the screen freezes at any point it is best to remove the DVD and restart. If this happens it will be a software problem so using different software is appropriate.

## What are my responsibilities?

- Establish the dates the program will be run and advertise these to staff
- Consider any IT needs and the best meeting rooms so that all participants can see, hear and discuss. If appropriate run the program in two or more locations to assist ease of viewing etc. Ensure your software works well ahead of the program delivery. Additional copies of the DVD are available from your sector office for borrowing should this be required.
- Put the DVD in a computer, access the handouts and print the numbers required for your staff – one between two staff members is recommended. These files include an index which will tell you exactly what handout material you should have and for what purpose.
- Familiarise yourself with the topics for discussion and the questions posed by reading through the key slides handout and make any preparations for these discussions that you think relevant for your site.
- Determine how your staff will engage with the discussion activities. For example, how will discussion groups be configured? Focus on the areas of each discussion that are most relevant to your site and maximise the potential they provide to address practice or policy issues in your site community.
- DECS site leaders please note** that the discussion on the new Information Sharing Guidelines (ISG) following Handout 4 is to be recorded and included in the fax return to the DECS central office with the Participant Register form. This collated information will assist the implementation of the ISG. It will not be used in any way which identifies individual sites.
- Invite any regular relieving teachers at your site to participate in the day but be mindful of the size of your audience and the imperative that everyone is able to see the screen and hear the audio.
- Name and print the certificates for all expected participants. Site leaders should sign certificates only after the full program has been accessed. Verified copies of teachers' certificates can be mailed in bulk directly to the Teachers Registration Board of South Australia Post Office Box 3649 Rundle Mall 5000.
- Ensure the participant register is completed and faxed to your appropriate sector office (e.g. DECS site leaders fax to Student Wellbeing Unit 8212 0545 so that training is updated on VALEO)
- Consider the psychological health of your staff. If you have concerns about a staff member, prepare for this and make sure the staff member knows that they do not need to contribute to discussion. Be aware of staff wellbeing during the program and intervene if you consider a staff member's safety or wellbeing is at risk.