

## ADDENDUM to 2018 Student Protection Processes and Guidelines

### Student Protection Contacts and School Authority details

A completed copy of this document is maintained electronically with the Student Protection Processes and Guidelines document located on the school's website and parent portal. This document is included in the hard copy of the Student Protection Processes and Guidelines document located in the school's library. It is also included in any hard copy of the Student Protection Processes and Guidelines document provided to a parent or parents upon request.

This document is updated annually or whenever staffing changes impact the Student Protection Contacts within the school. The Student Protection Contacts are identified on the school's website, parent portal and via posters placed in the school. A copy of this document is also provided to Catholic Education Services (via Professional Standards) as per compliance requirements.

<p><b>NAME OF SCHOOL/COLLEGE</b> Holy Cross School - Trinity Park</p>
<p><b>DATE</b> 22 January 2018</p>
<p><b>Concerns about inappropriate behaviour of employees at this school may be reported to the Student Protection Contacts whose names appear below:</b> (There must be at least two staff members at the school who are appointed as Student Protection Contacts by the Principal. One must be the Principal.)</p>
<p>Sarah Hamilton (Principal)</p>
<p>Jacinta Roberts (APRE)</p>
<p>The Catholic School authority for this school is known as: <b>Catholic Education Diocese of Cairns</b></p> <p>For which the Governing Body is: <b>The Roman Catholic Trust Corporation for the Diocese of Cairns</b></p> <p>The sole Director of the School's Governing Body is: <b>The Bishop of the Diocese of Cairns</b></p> <p>Student Protection Officer <b>Professional Standards 4050 9765</b></p>
<p><b>IMPORTANT INFORMATION</b> Although employees are required to follow the Student Protection procedures laid down by Catholic Education Services Diocese of Cairns, this does not limit the freedom of any person to take immediate action to notify police of any complaint or concern about the safety of a student, particularly if he/she believes that it is essential to ensure a student's safety.</p>