



# EMMAUS COLLEGE

## STUDENT PROTECTION PROCESS

Staff member becomes aware of possible student protection issue via observation, student disclosure or contact from parent.

Staff member contacts one of the College Student Protection Contacts (SPC):

Kevin Schwede (*Principal*)  
Liesl Profke (*Assistant Principal Student Welfare*)  
Janelle Jones (*Guidance Counsellor*)  
Rachel Martin (*Guidance Counsellor*)

SPC assists staff member to raise a Record of Concern (ROC) if appropriate. This may, but does not necessarily involve discussing the concern with a Student Protection Officer first.

ROC logged in the BCE Student Protection Database, and flagged with the Principal for assessment. Assessment may indicate that reports should be made to statutory authorities (CPIU/DOCS) or that the situation should be monitored by nominated staff.

Staff member is advised via an email through the database of the outcome of the Principal's assessment, and has the opportunity to agree, or disagree with the assessment.