

ADDENDUM to Student Protection Processes and Guidelines

Student Protection Contacts and School Authority details

This document is included with any hard copy of the Student Protection Processes and Guidelines document located in the school's library or provided to a parent or parents upon request

This document needs to be updated annually or whenever staffing changes impact the Student Protection Contacts within the school. The Student Protection Contacts are identified on the Cairns Catholic Education public website - Student Protection page, the school's website (if the school does not have a Student Protection icon linking directly to the Cairns Catholic Education public 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.

NAME OF SCHOOL/COLLEGE	MOUNT ST BERNARD COLLEGE
DATE	22 JANUARY 2024
Concerns about inappropriate behaviour of employees at this school may be reported to the Student Protection Contacts whose names appear below: (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.)	
Name and position	NARELLE HUNT, PRINCIPAL
Name and position	STEPHEN GODFREY, ASSISTANT PRINCIPAL - STUDENT WELLBEING
Name and position	MALCOLM FAHEY, DEPUTY PRINCIPAL - RESIDENTIAL
Name and position	KAYLEIGH SMITH, COLLEGE COUNSELLOR
Name and position	SARA GORRING, COLLEGE COUNSELLOR
The Catholic School authority for this school is known as: Catholic Education Diocese of Cairns	
For which the Governing Body is: The Roman Catholic Trust Corporation for the Diocese of Cairns	
The sole Director of the School's Governing Body is: The Bishop of the Diocese of Cairns	
Student Protection Officer Professional Standards 4050 9765	
IMPORTANT INFORMATION 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.	