

Keeping Safe: Child Protection Curriculum

We all have the right to be safe.

We can help ourselves to be safe by talking to people we trust.



KS:CPC site-based training request

Site-based courses offer a tailored option for KS:CPC training and provides sites with an opportunity to engage in whole site planning and discussions.

Participants

- ✚ Courses can be organised for whole staff training or hosted by a site for a cluster of smaller sites within the partnership or close proximity.
- ✚ KS:CPC training is designed for teachers providing them with strategies for curriculum implementation, however ancillary staff directly working with children may also find it useful.
- ✚ The maximum number of participants must comply with COVID-Safe room capacity restrictions plus our maximum of 50 people per presenter.
- ✚ Once the training is confirmed, a registration template will be provided. The host site adds information for each participant (typed not hand written) and emails the completed form **at least 1 week prior to the training.**
- ✚ If participants attend from another site, the host site may decide to charge a registration fee but this should be a shared cost, eg total cost of training and catering divided by the total number of participants. Participants from other sites must be from an approved KS:CPC organisation – please check with us before inviting.

Costs

- ✚ Based on the numbers and location of the training.
- ✚ A quote will be provided prior to booking the training.
- ✚ The host site will be invoiced for the total training costs (no individual invoicing).

Process

The host site will need to:

- ✚ nominate a contact person
- ✚ discuss the event with a KS:CPC team member to determine site requirements and to plan the day
- ✚ organise the venue, set up the training space, provide required technology, etc

Training requirements

- ✚ Large room with tables and chairs, banquet style with the current COVID-safe room requirements, plus an extra table for the presenter.
- ✚ Projector, screen and sound (we will bring a laptop). If there are potential compatibility issues please let us know.

Booking and cancellation

- ✚ Complete the form (next page) and email to education.cpc@sa.gov.au.
- ✚ Further information will be sought as needed then the training will be confirmed.
- ✚ Cancellations should be made **at least 2 weeks prior** to the training date. If the cancellation results in travel and/or accommodation cancellation fees, the site will be invoiced for this fee.



KS:CPC site-based training request

Site name:											
Contact person	Name:										
	Role:										
	Email:										
	Phone number:										
Preferred training date/s:											
Are you having a pupil free day?											
Estimated number of participants from host site:											
Will there be staff from other sites attending? If yes, estimate how many people from how many sites?											
Tick the year levels that are most relevant. If significant to the site, tick a relevant support material document.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Early Years: Ages 3-5</td> <td style="width: 50%;">Aboriginal children & young people</td> </tr> <tr> <td>Early Years: R-2</td> <td>Disability & additional needs</td> </tr> <tr> <td>Primary Years: Years 3-5</td> <td></td> </tr> <tr> <td>Middle Years: Years 6-9</td> <td></td> </tr> <tr> <td>Senior Years: Years 10-12</td> <td></td> </tr> </table>	Early Years: Ages 3-5	Aboriginal children & young people	Early Years: R-2	Disability & additional needs	Primary Years: Years 3-5		Middle Years: Years 6-9		Senior Years: Years 10-12	
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Early Years: R-2	Disability & additional needs										
Primary Years: Years 3-5											
Middle Years: Years 6-9											
Senior Years: Years 10-12											
Venue location (name/address):											
Venue space (hall, double room, etc):											
Are you able to provide the 'training requirements' as listed on the previous page?											
Do you have any questions or comments?											

Email request form to: education.cpc@sa.gov.au

Enquiries: Phone: 8463 5910