

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
- ✚ **if you are catering, provide COVID-Safe options for morning tea, lunch and tea/coffee/water.**

Training requirements

- ✚ **Large room with tables and chairs, banquet style with the current room capacity and social distancing 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

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|--|--|-----------------------|------------------------------------|------------------|-------------------------------|--------------------------|--|-------------------------|--|---------------------------|--|
| Site name: | | | | | | | | | | | |
| Contact person | Name: | | | | | | | | | | |
| | Role: | | | | | | | | | | |
| | Email: | | | | | | | | | | |
| | Phone number: | | | | | | | | | | |
| Preferred training date/s: | | | | | | | | | | | |
| 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 | |
| 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 | | | | | | | | | | | |
| 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