

# 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](mailto: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

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

Email request form to: [education.cpc@sa.gov.au](mailto:education.cpc@sa.gov.au)

Enquiries: Phone: 8463 5910