

Fairburn, Janine

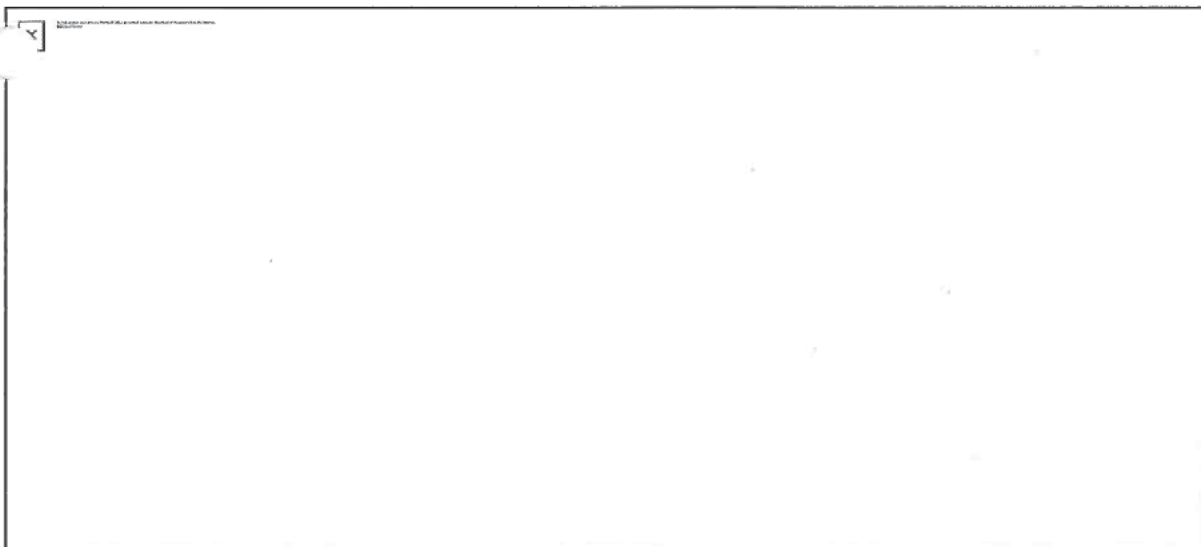
From: [redacted]@bcc.act.edu.au>
Sent: Friday, 4 October 2019 4:29 PM
To: Masterman, Tanya
Cc: [redacted]
Subject: Brindabella Christian College Compliance Notice section 177 Response part 2
Attachments: supporting documents 2.zip

Importance: High

Dear Tanya,

Please see attached response and documentation relating to 177 Notice issued on Friday 20 September 2019. Due to the amount of supporting documentation I will be sending this through in 2 separate emails. Please do not hesitate to contact me should you require any further information.

Regards



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CHRISTIAN COLLEGE
CANBERRA

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COLLEGE

ELC STAFF HANDBOOK 2018-2019

Updated August 2018 | Due for Revision August 2020







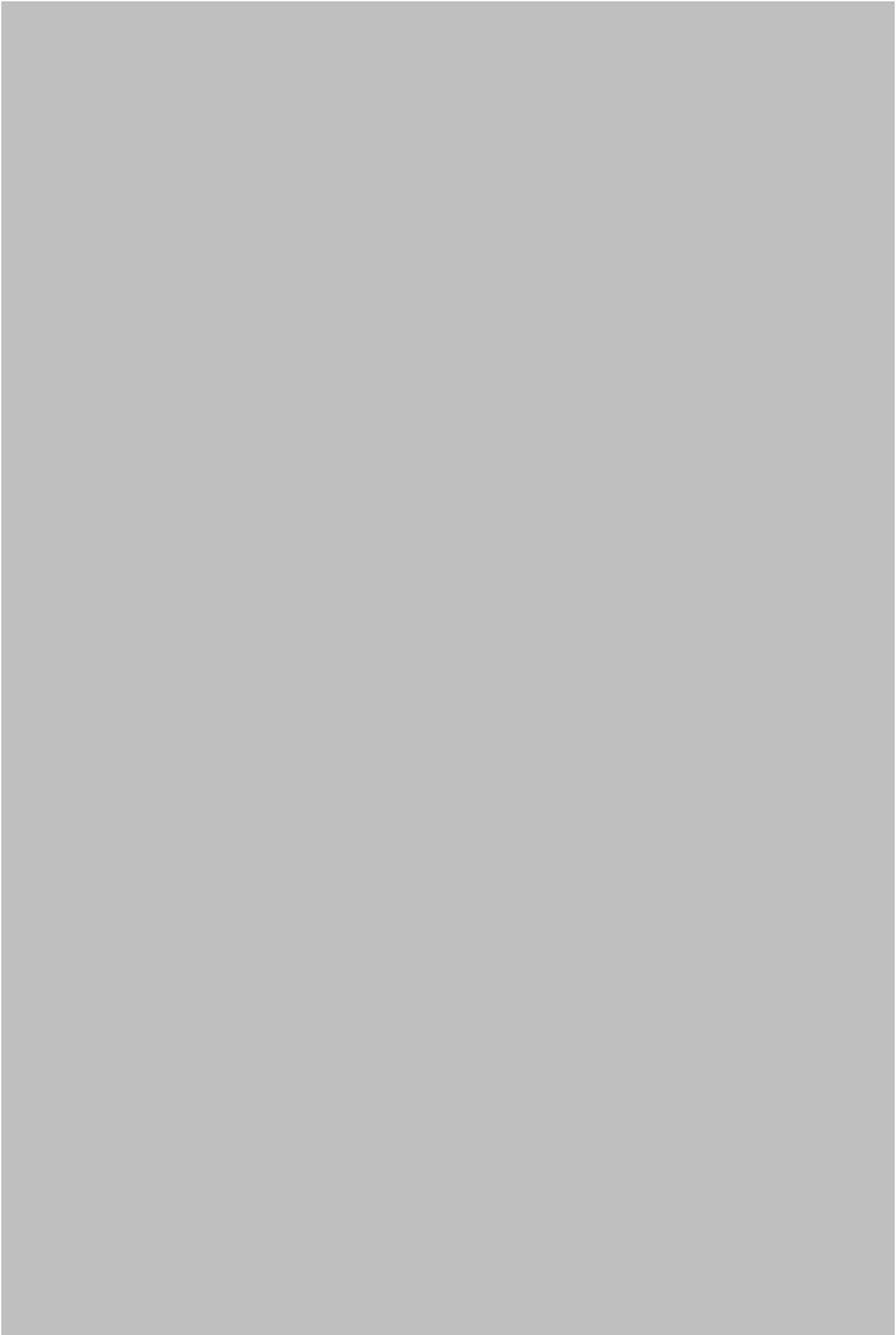


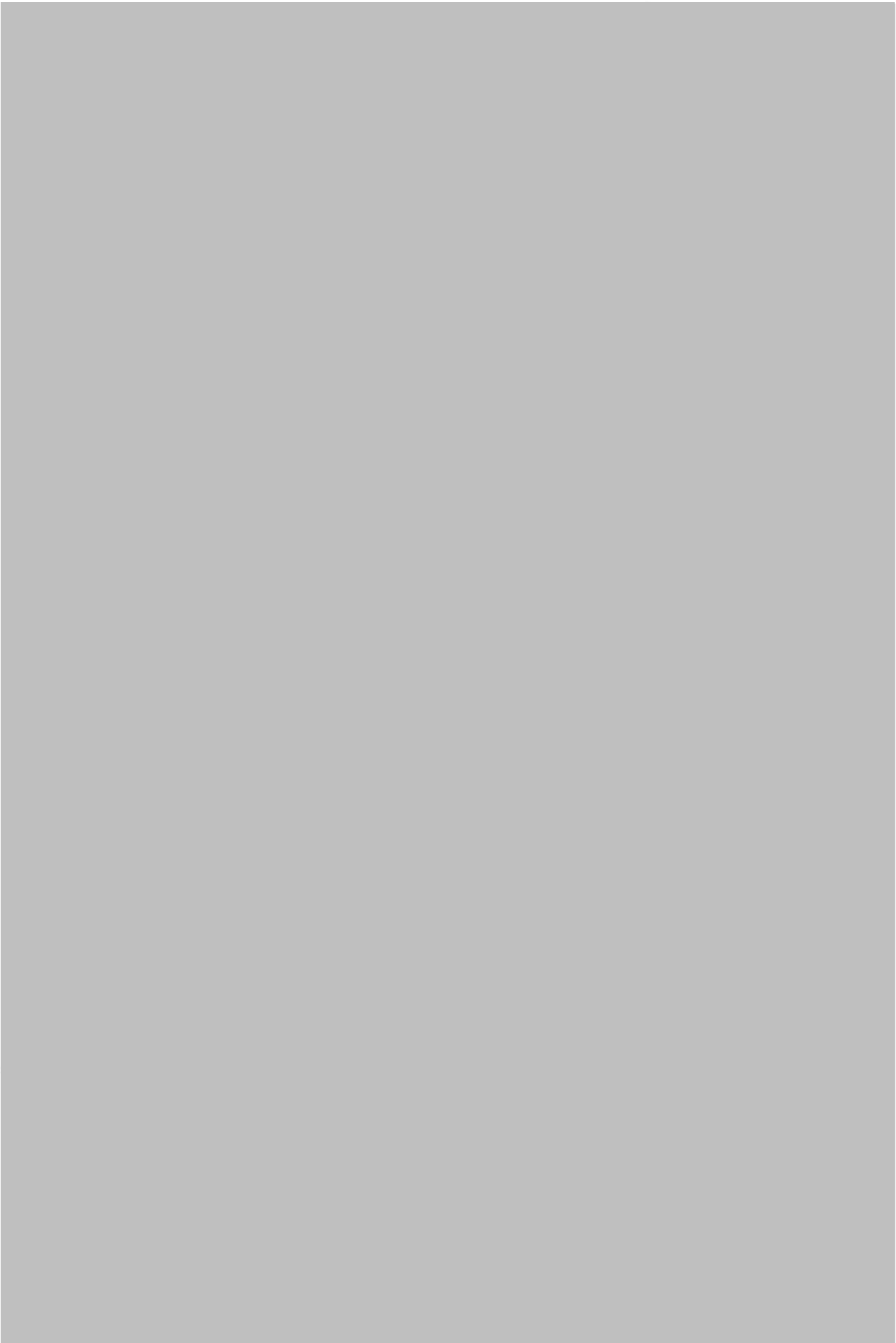






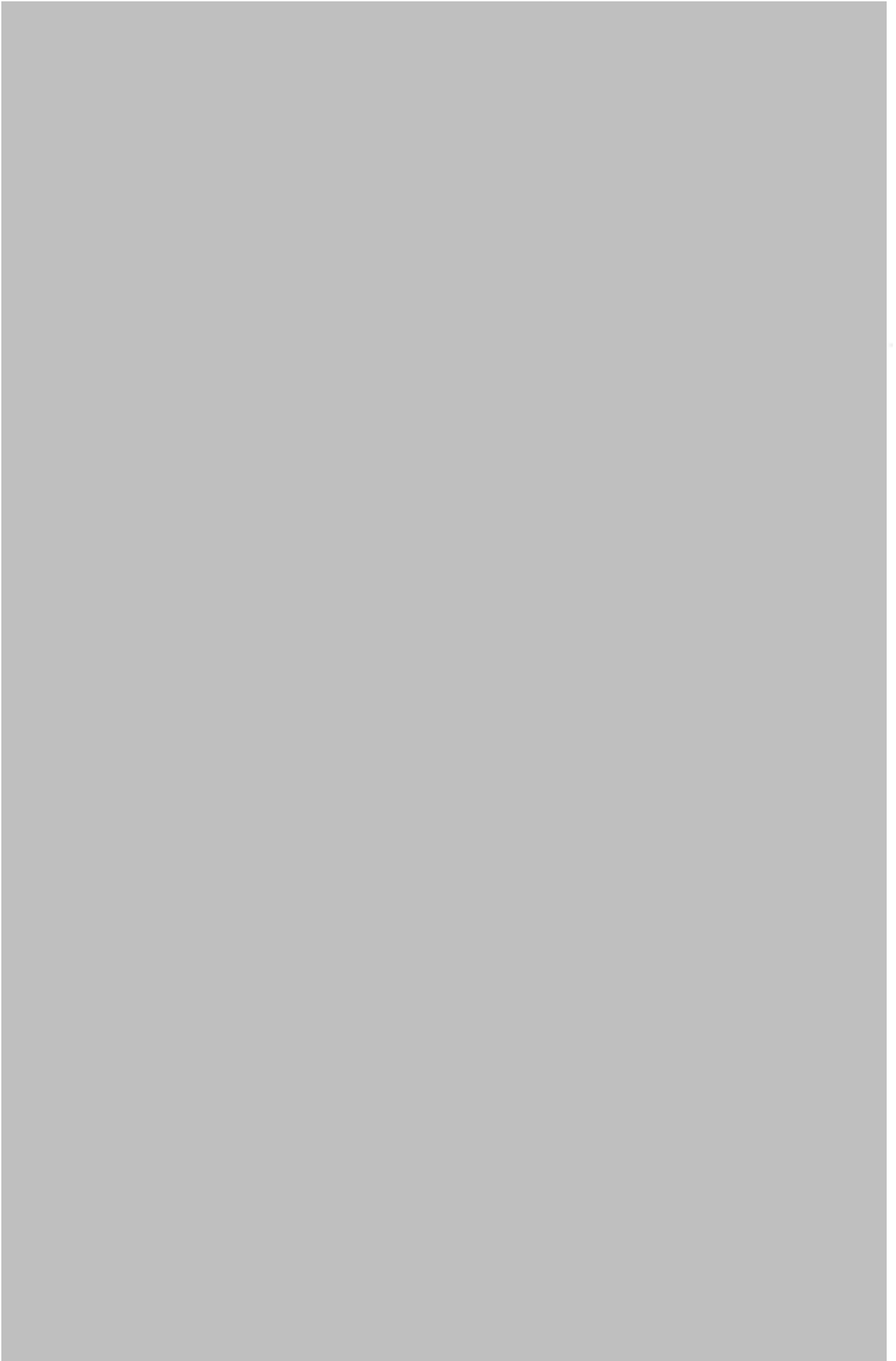








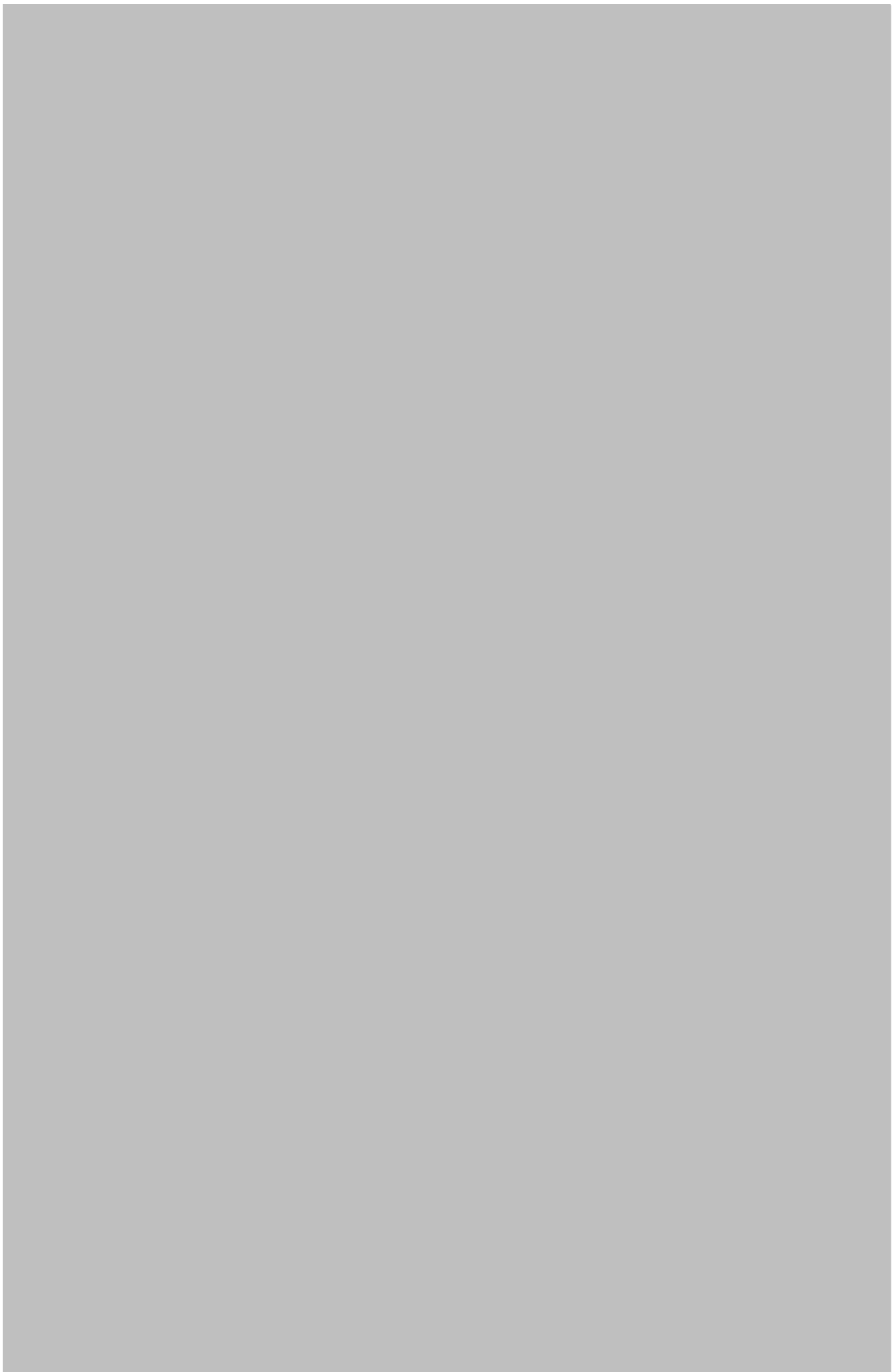
















Fairburn, Janine

From: [REDACTED]

Sent: Thursday, 3 October 2019 2:33 PM

To: [REDACTED]

Subject: Policy and Procedure

Good Afternoon,

This is a quick reminder that a knowledge and understanding of the centres policies and procedures is imperative to ensure that our practice and processes are adhering to regulations.

These policies and procedures can be found either in the policy folder located in each ELC foyer or electronically in the W: Drive.

W:\Policies\ELC Policies\ELC Policies 2019\Policies 2018-2019 ELC

Please make yourself aware of the whereabouts of these and take the time to read any that you may need refreshing on.

If a variation on policy needs to be made or is requested by a family, this needs to be discussed first with Tammy, Judi or myself and the required action will be taken if possible.

Thank you

[REDACTED]





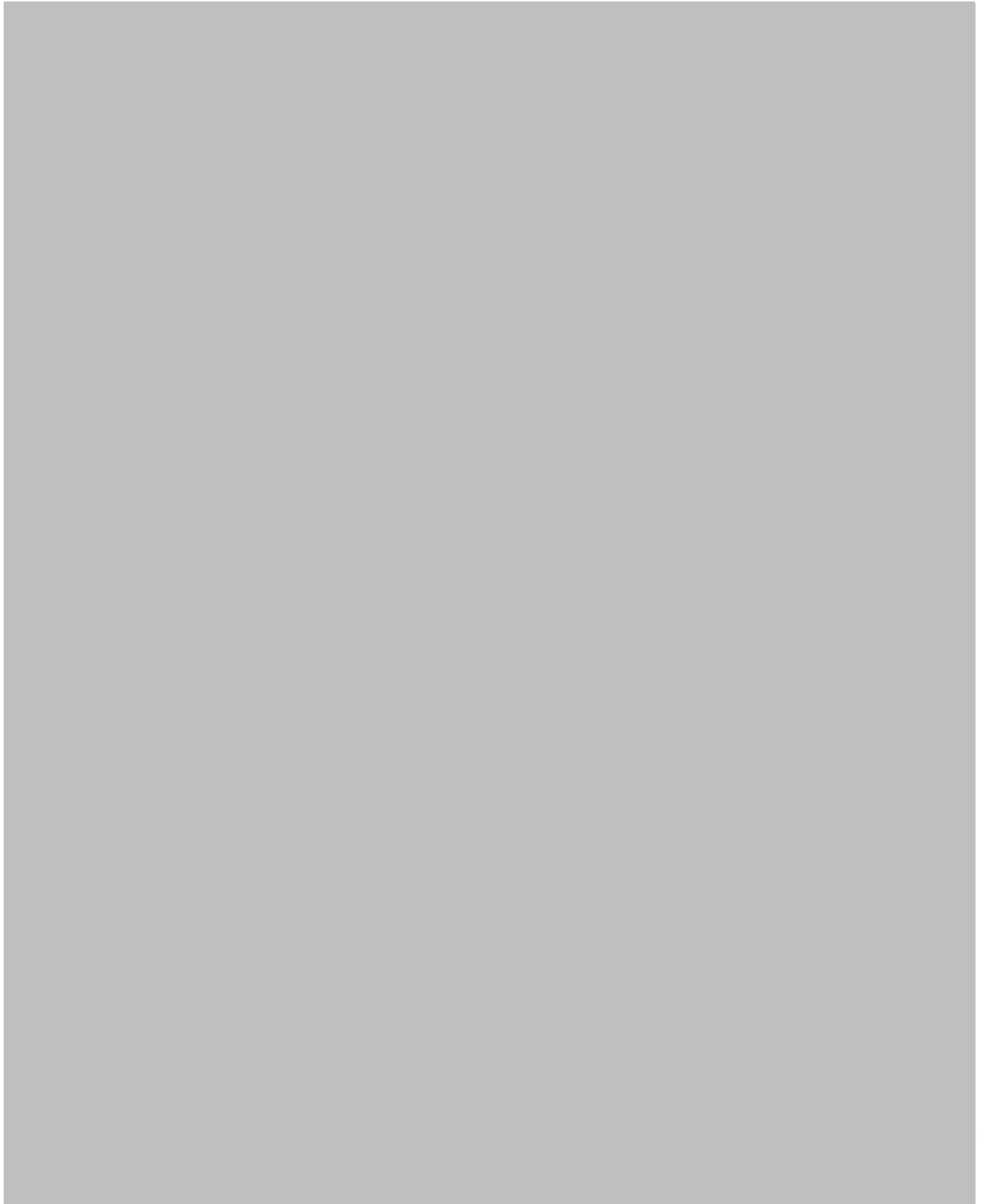
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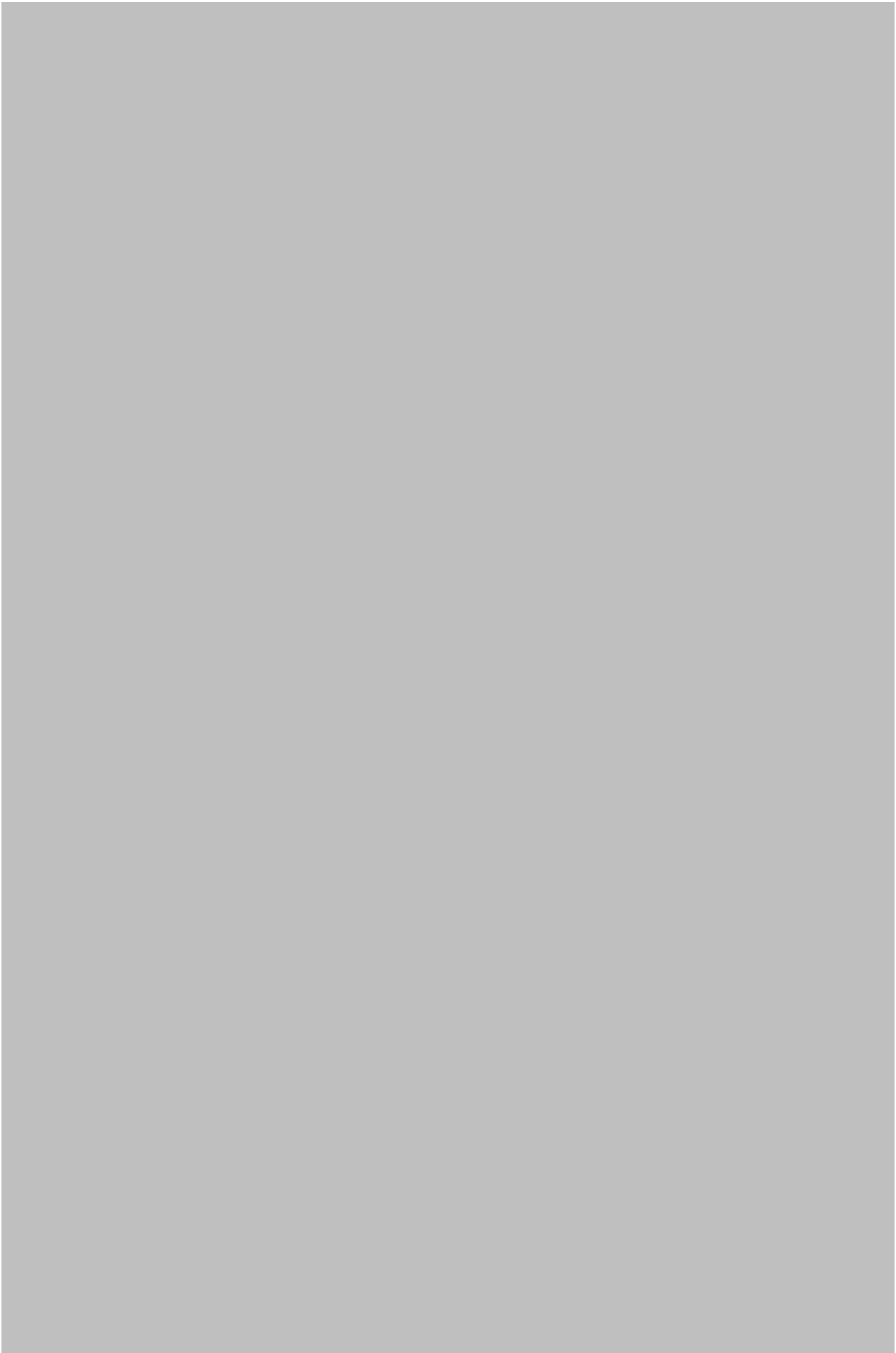
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CHRISTIAN
COLLEGE

Sleep and Rest for
Children Policy

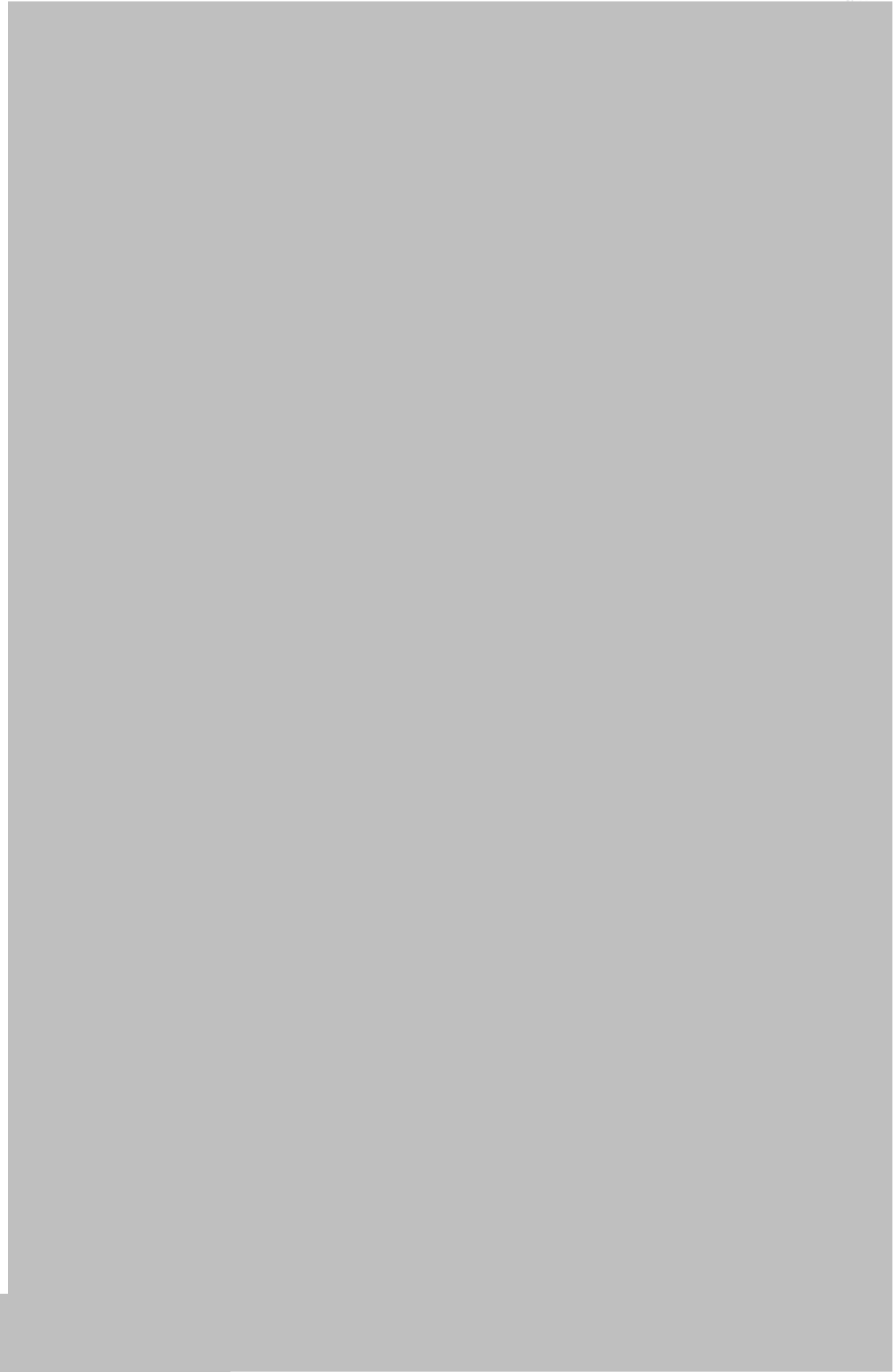
Updated August 2018 | due to be revised August 2021

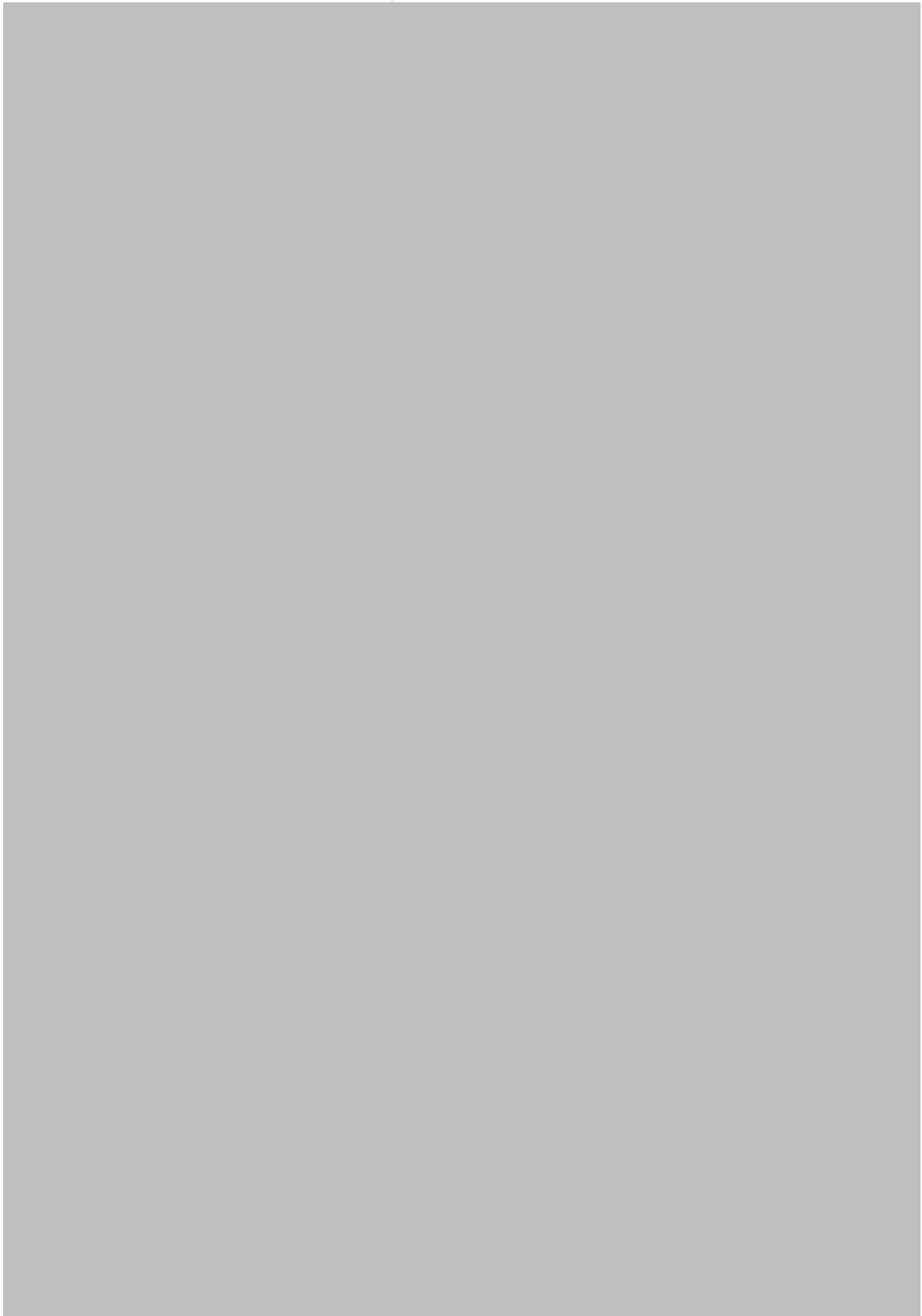


















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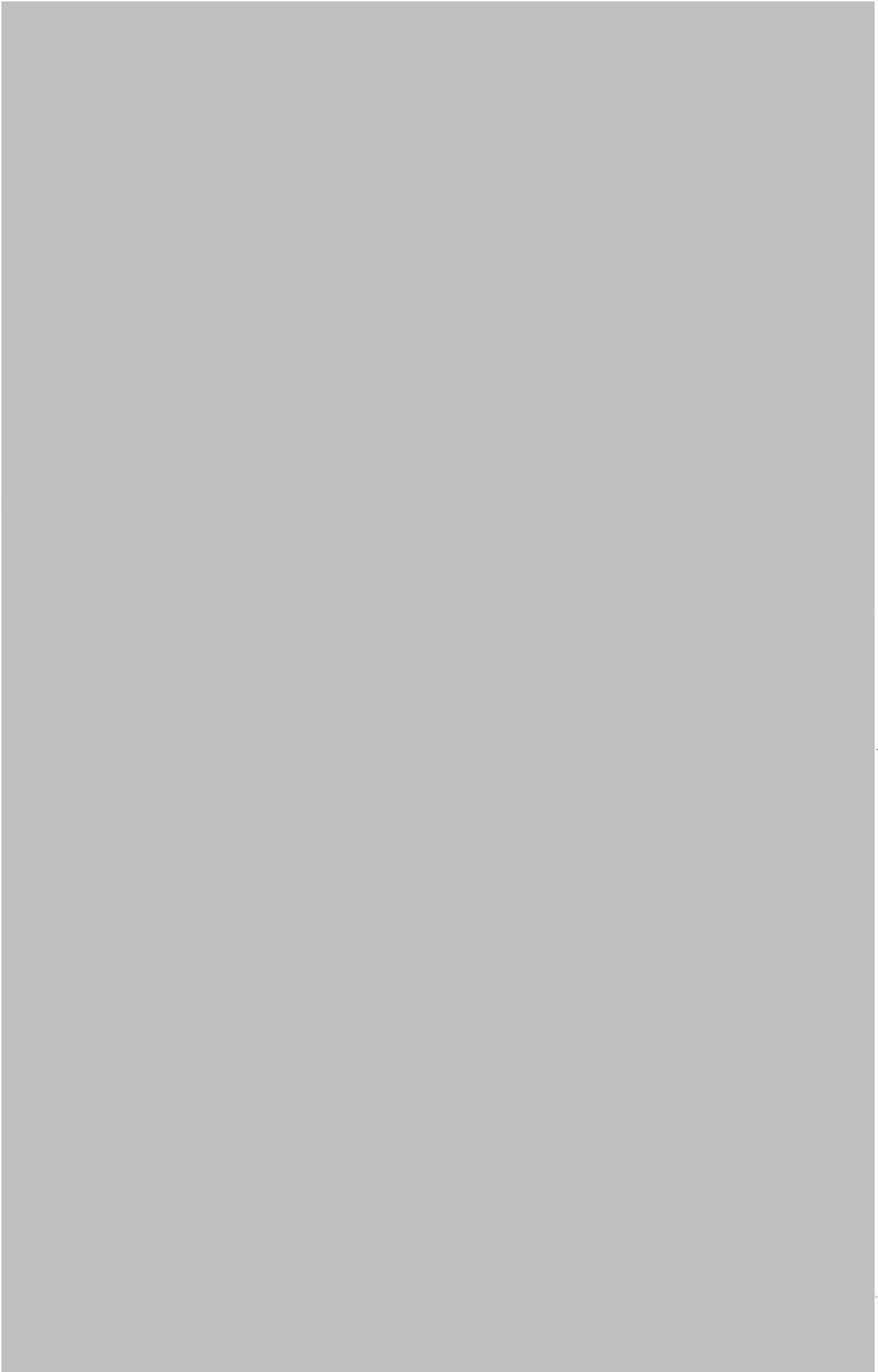
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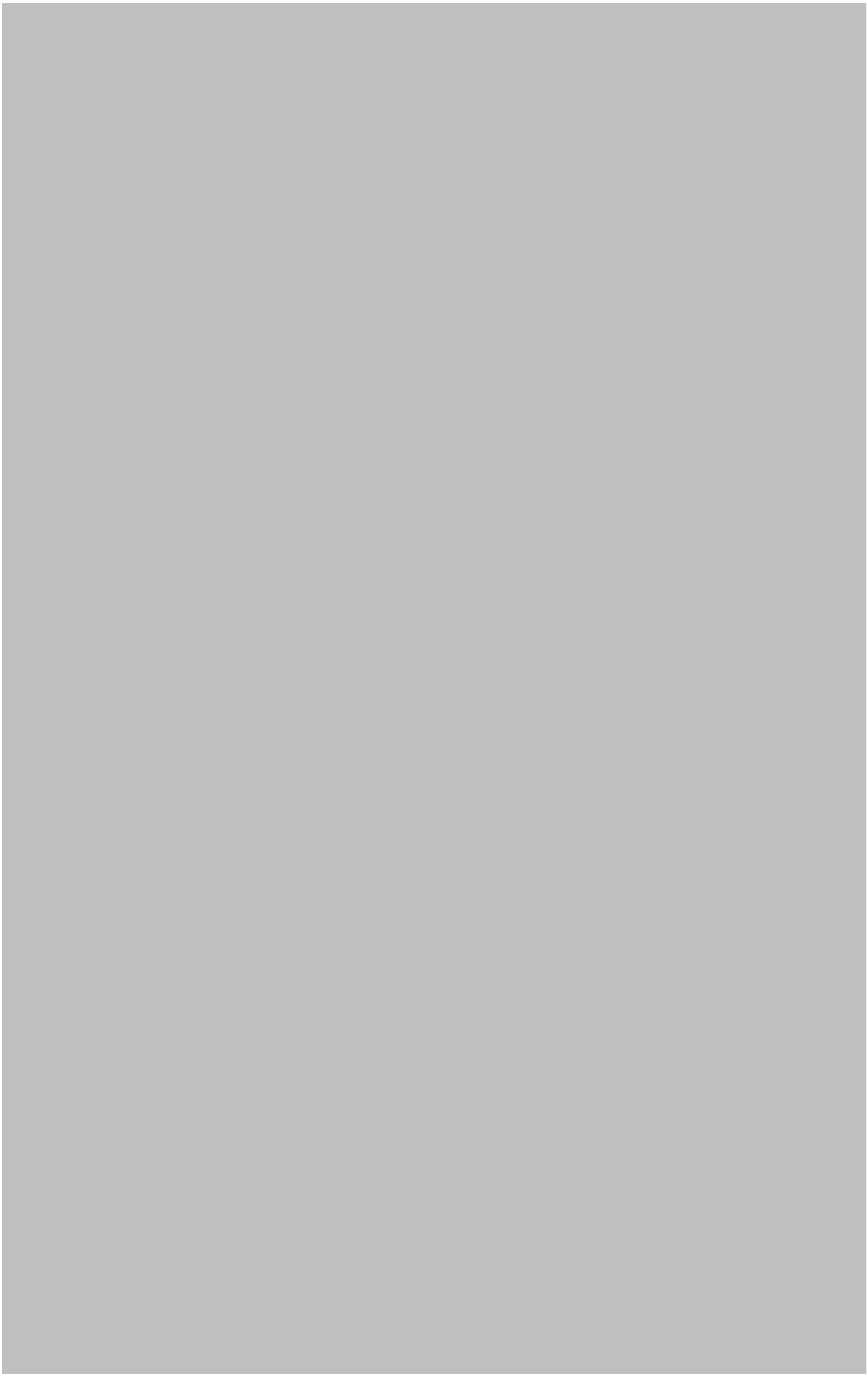
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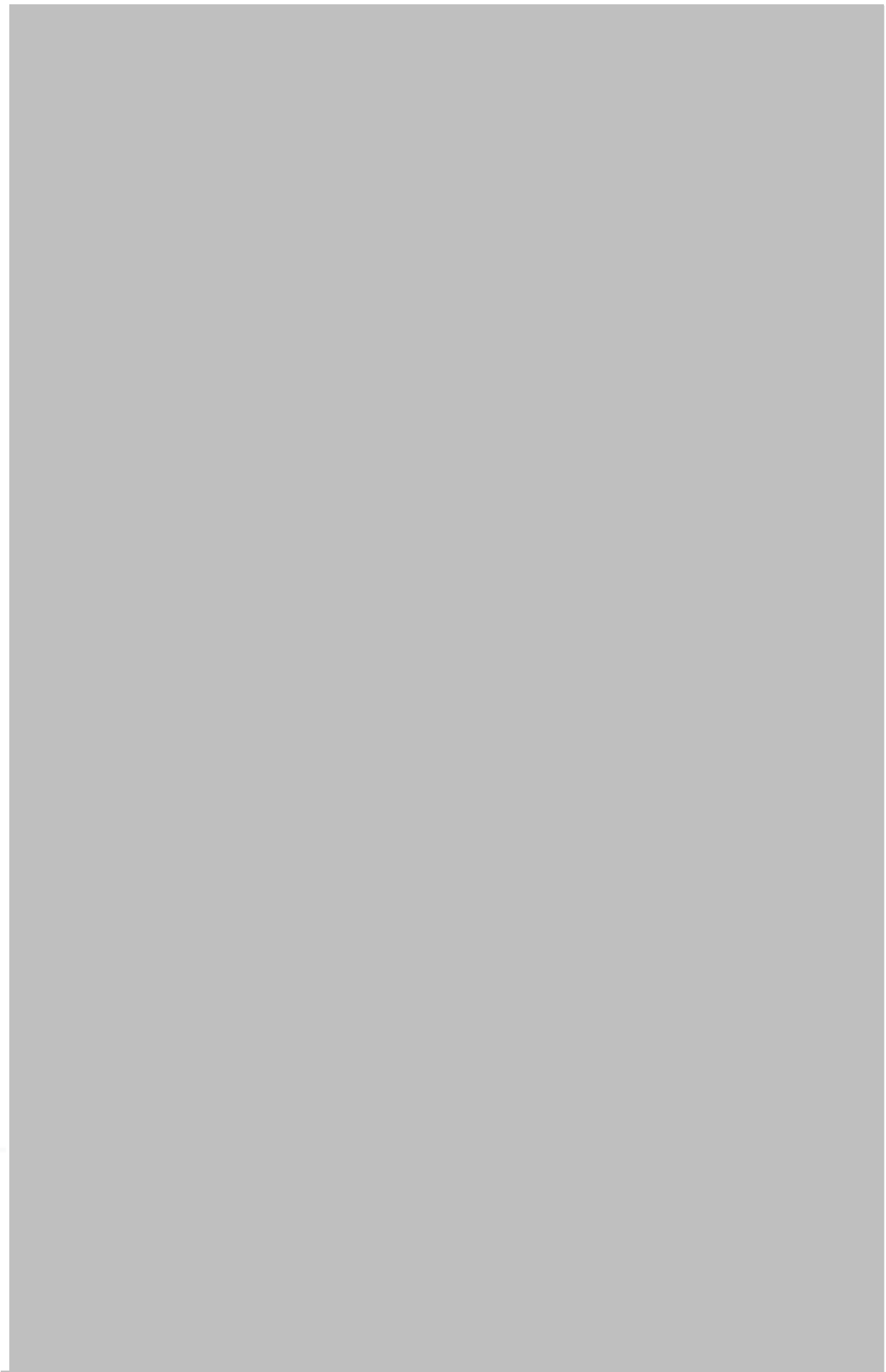
Nappy Change & Toileting Policy

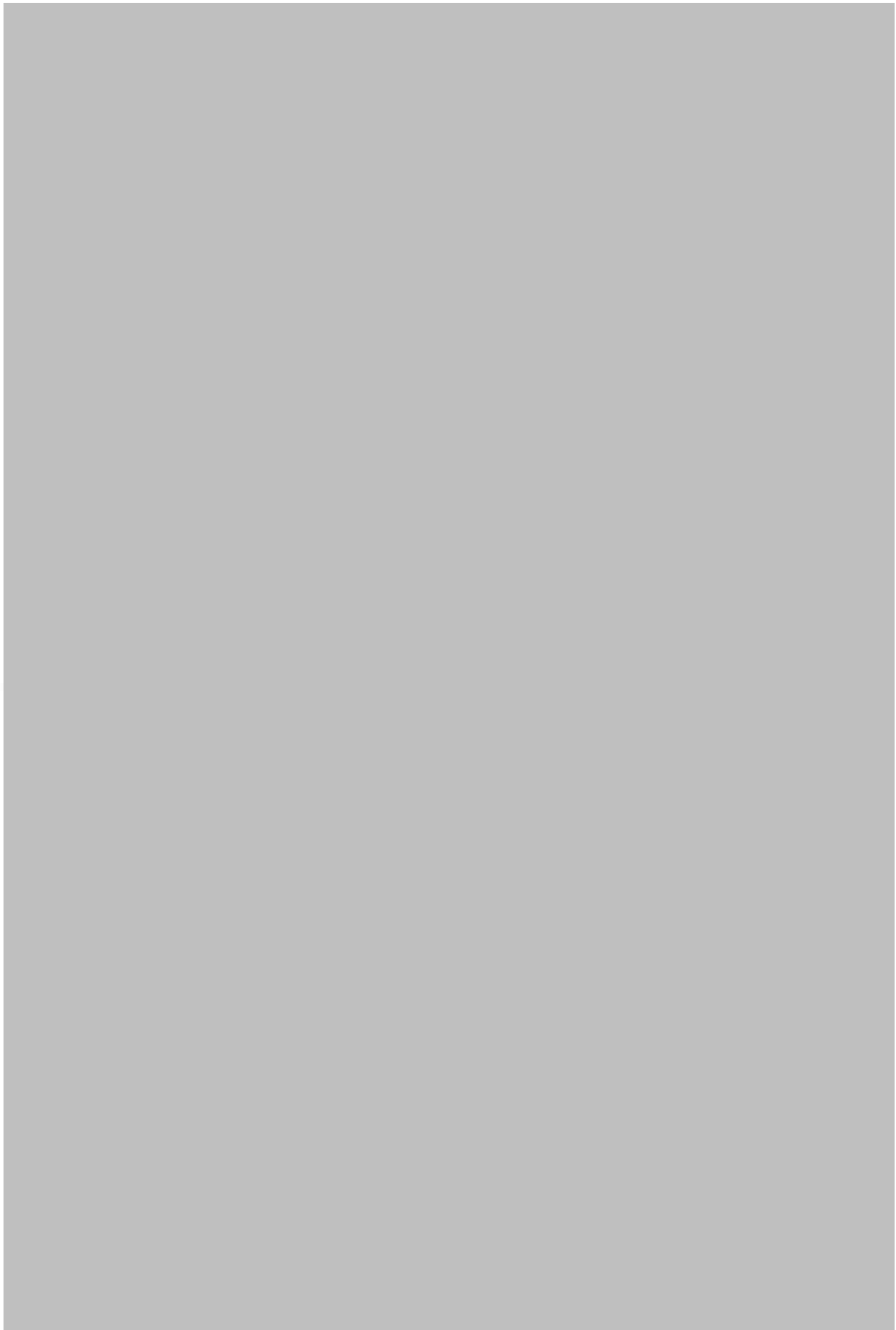
Updated August 2018 | due to be revised August 2021

















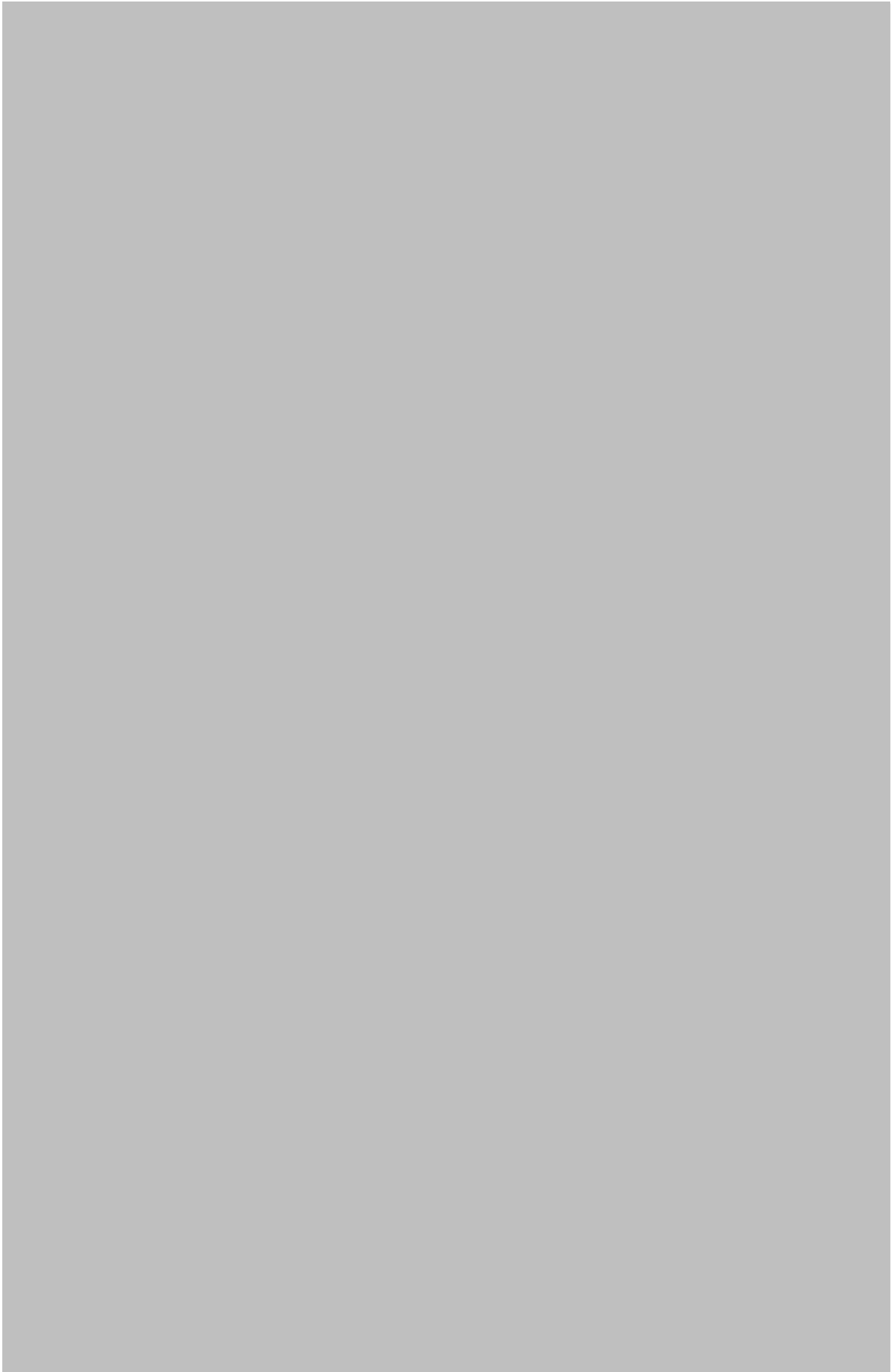


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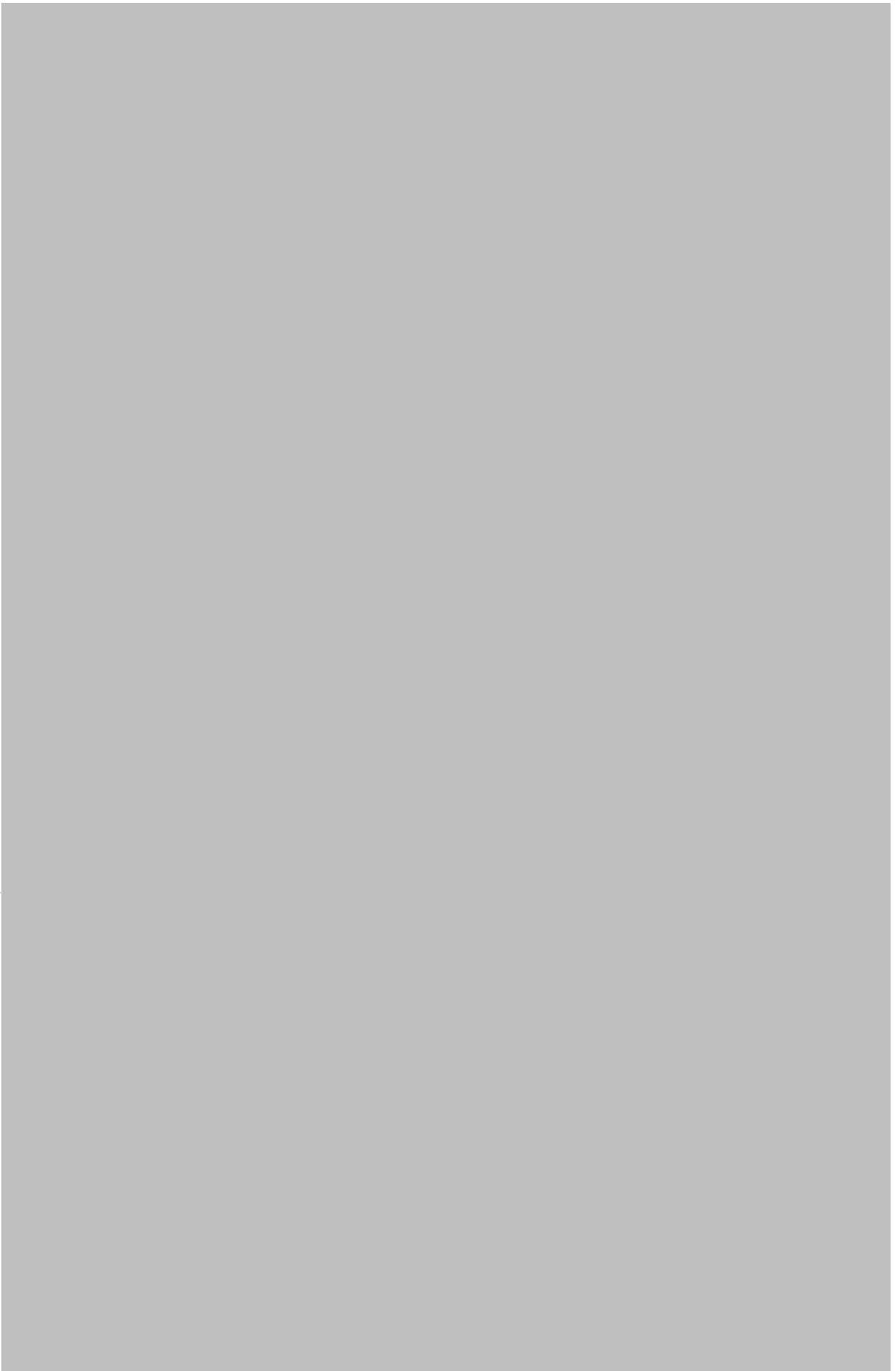
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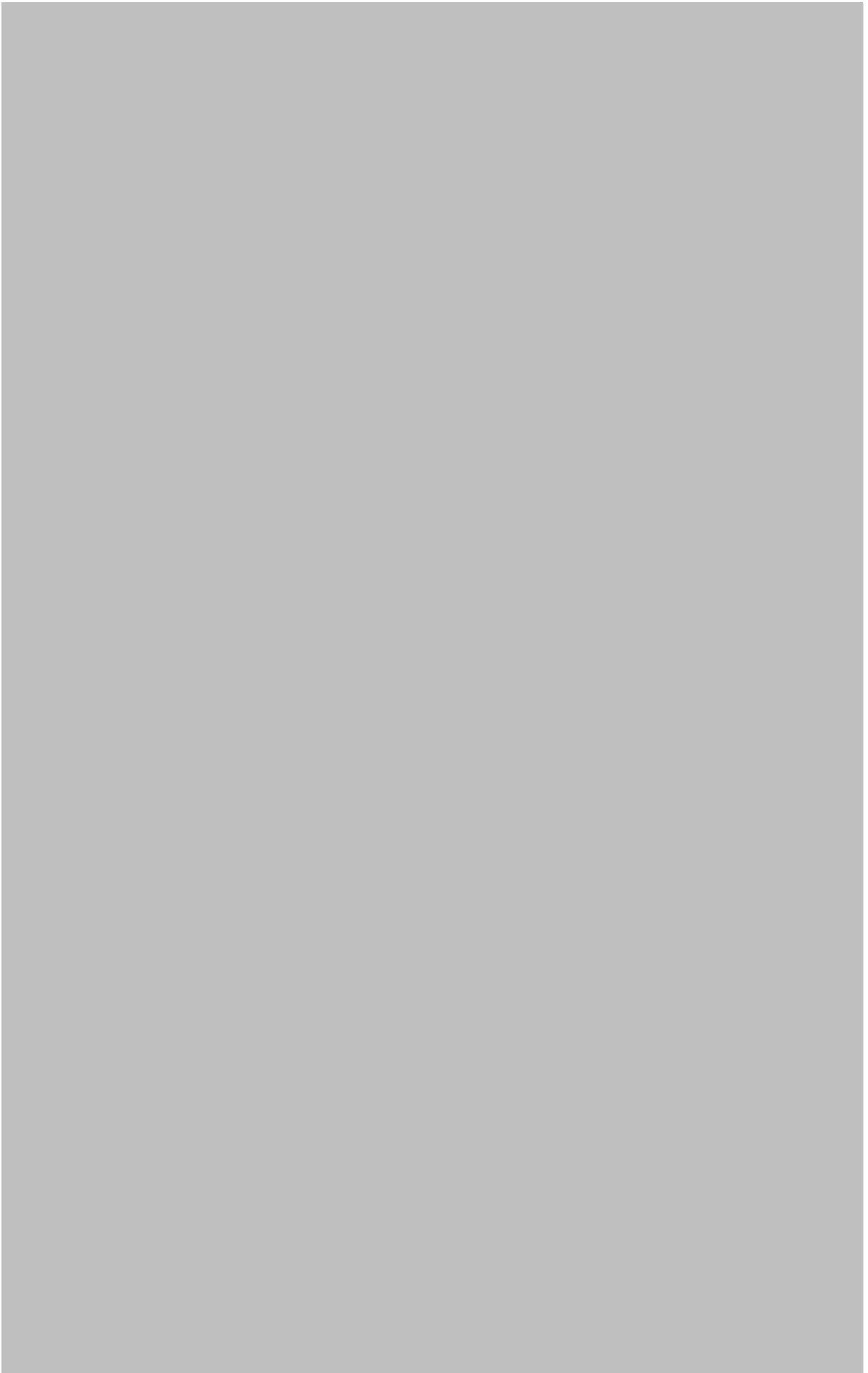
SUPERVISION POLICY

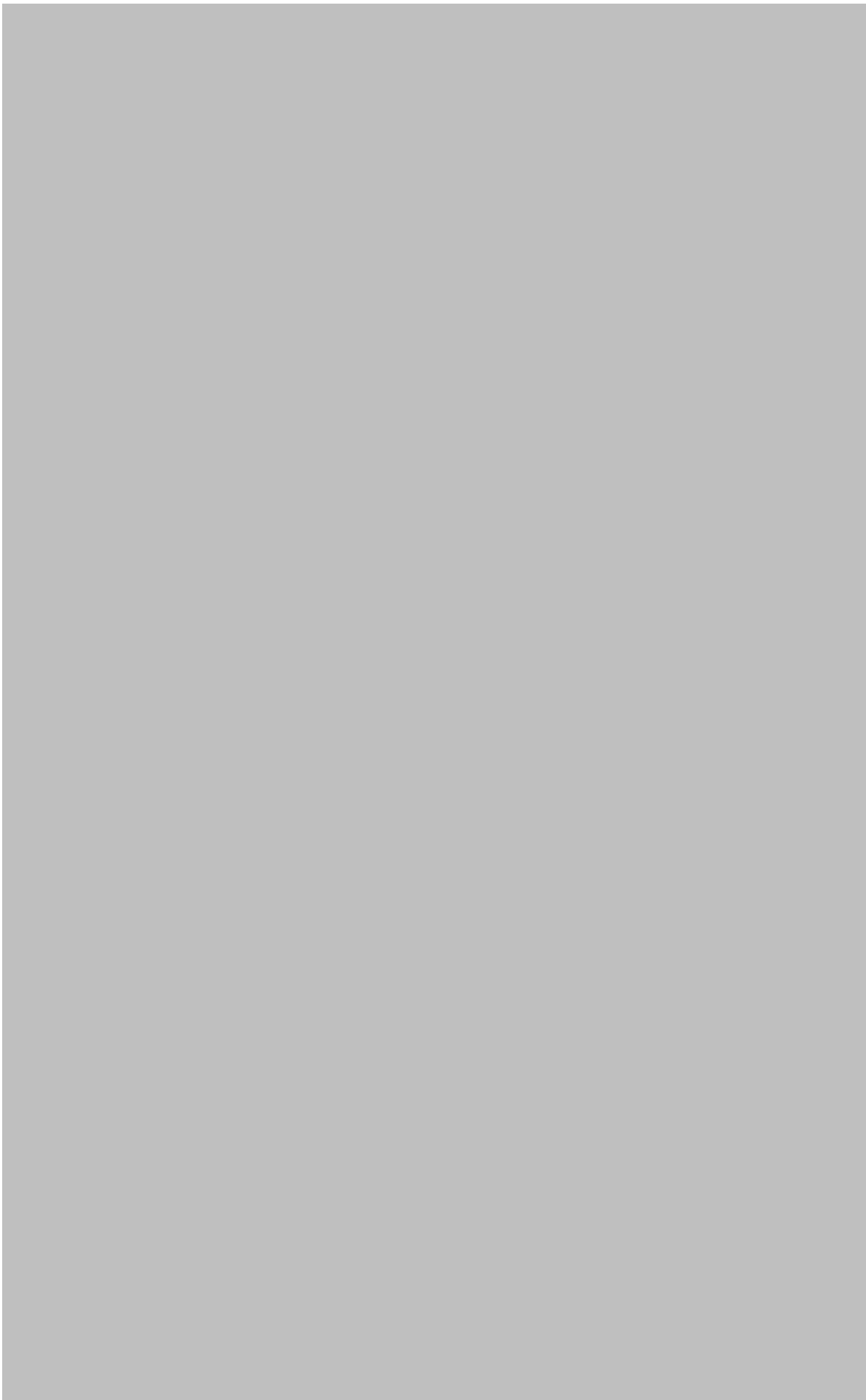
Updated July 2019 | due to be revised August 2021



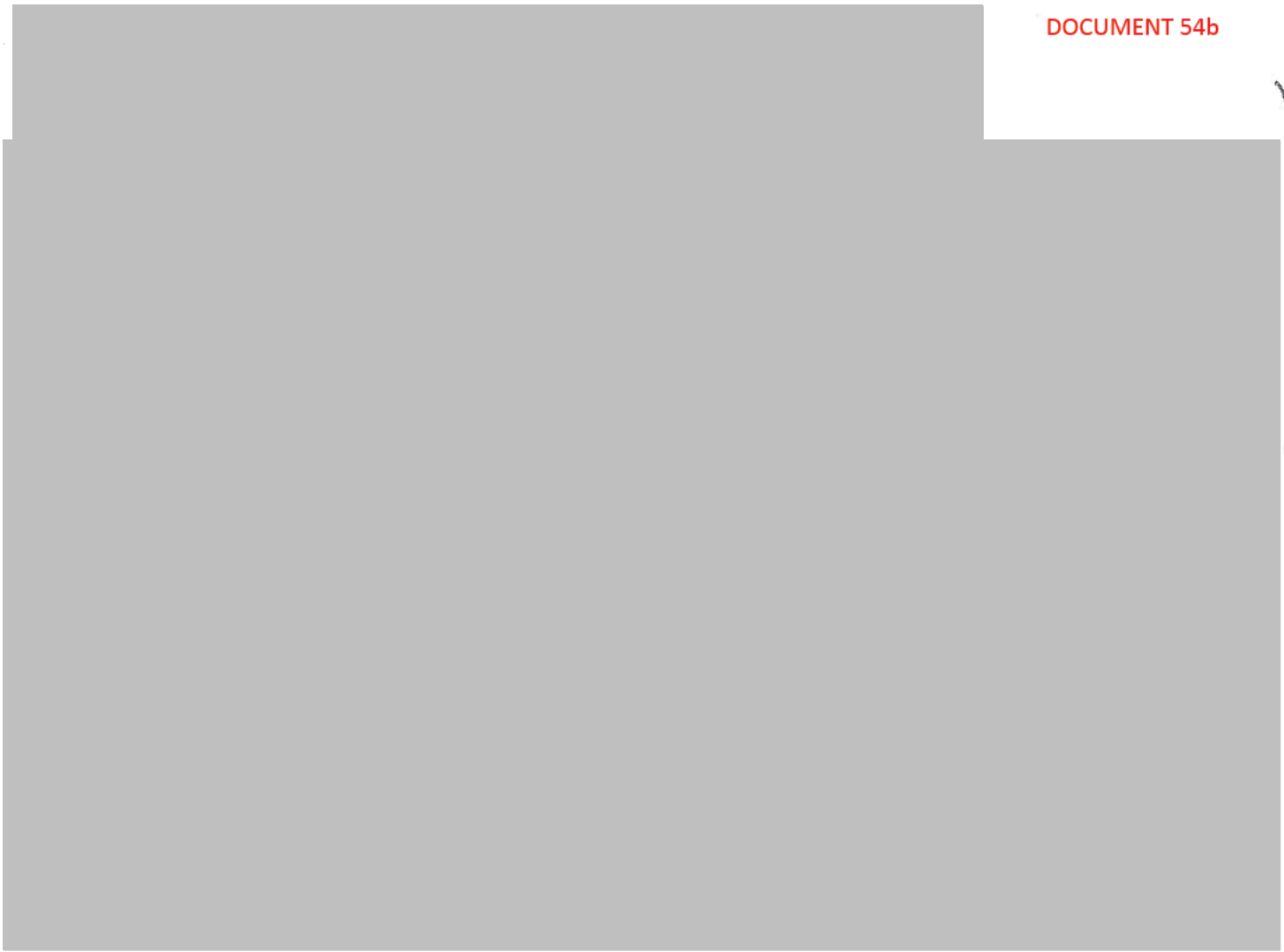














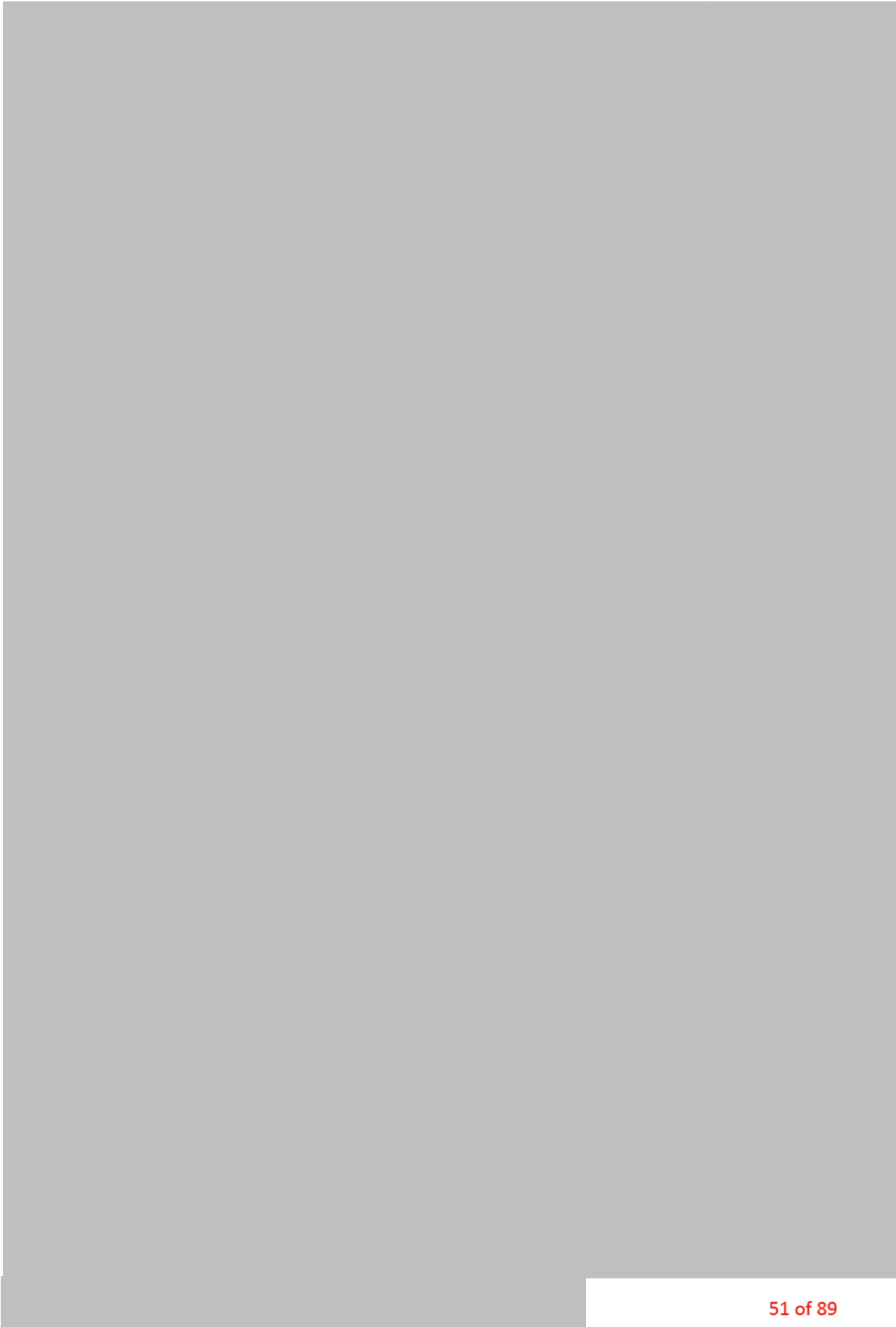
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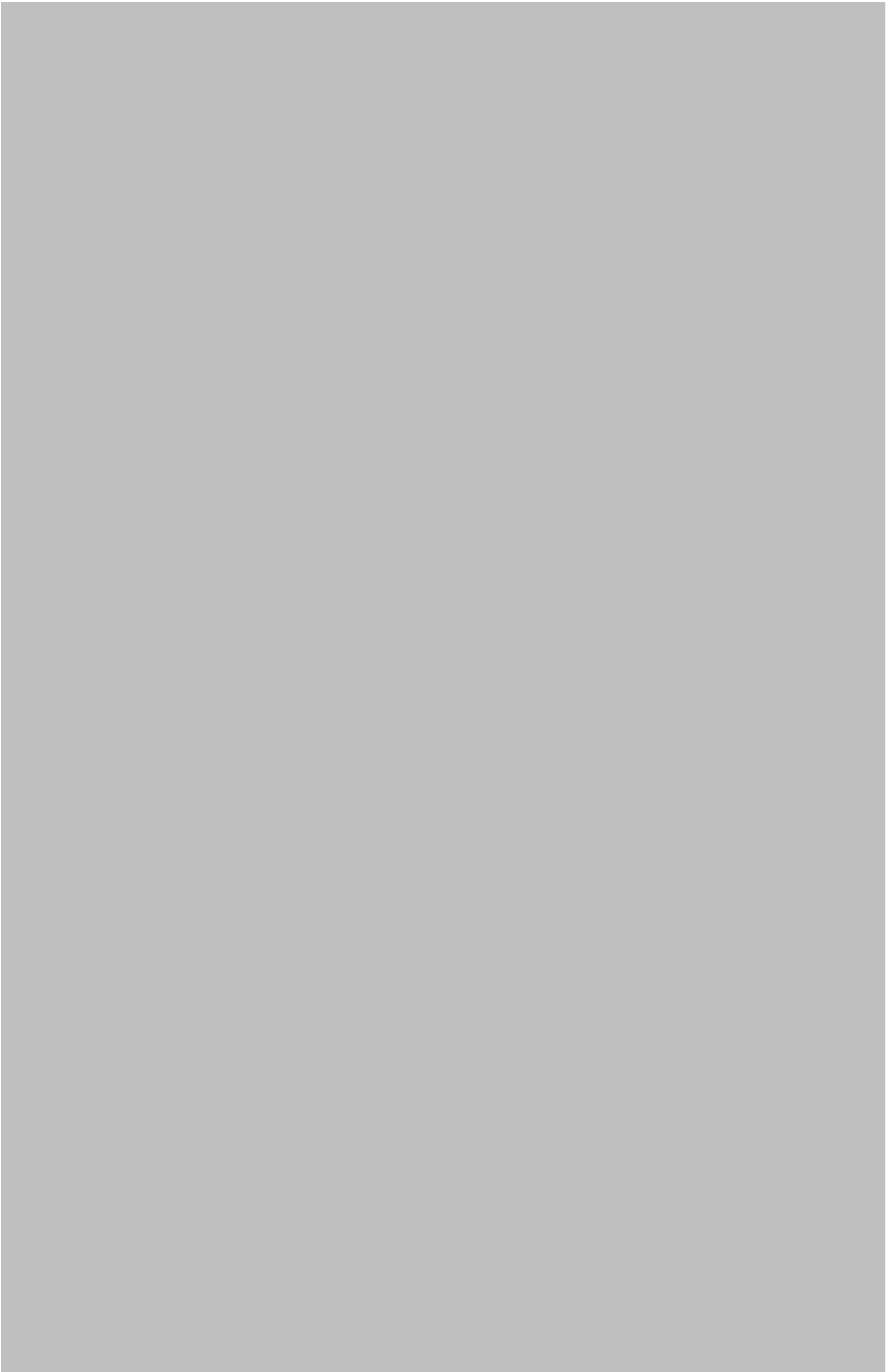
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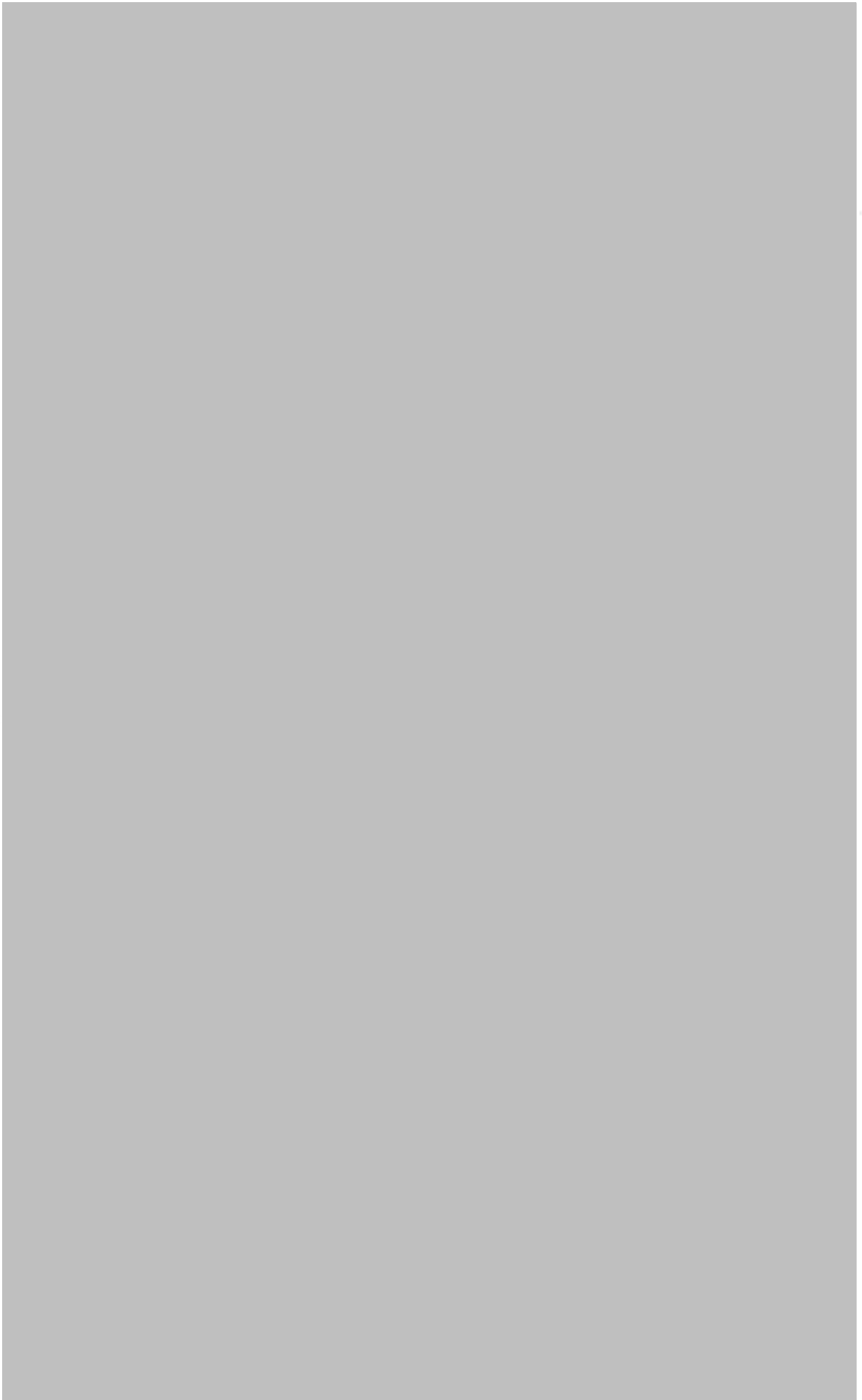
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COLLEGE

STAFF CODE OF CONDUCT
POLICY

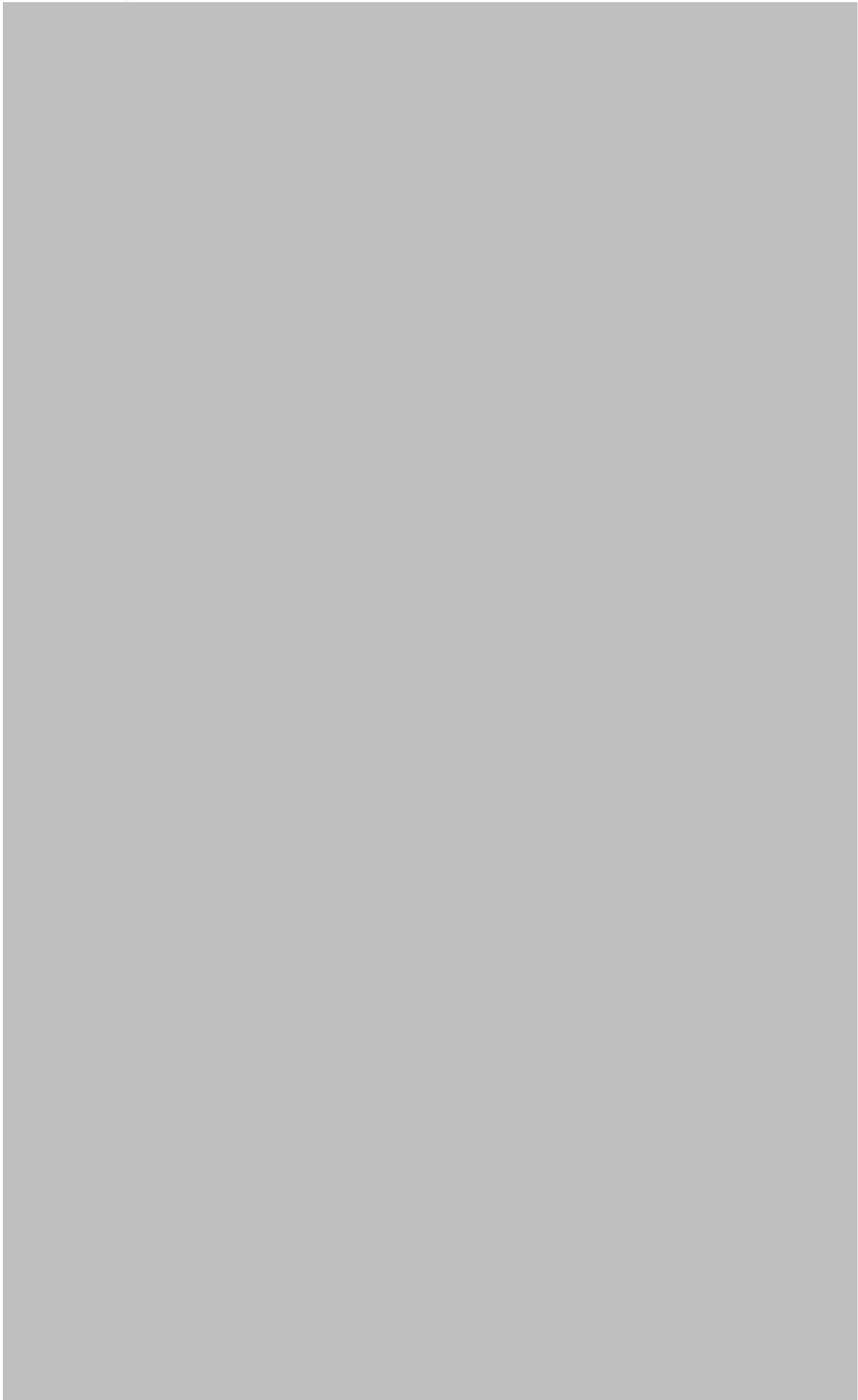
Updated June 2019 | due to be revised August 2021

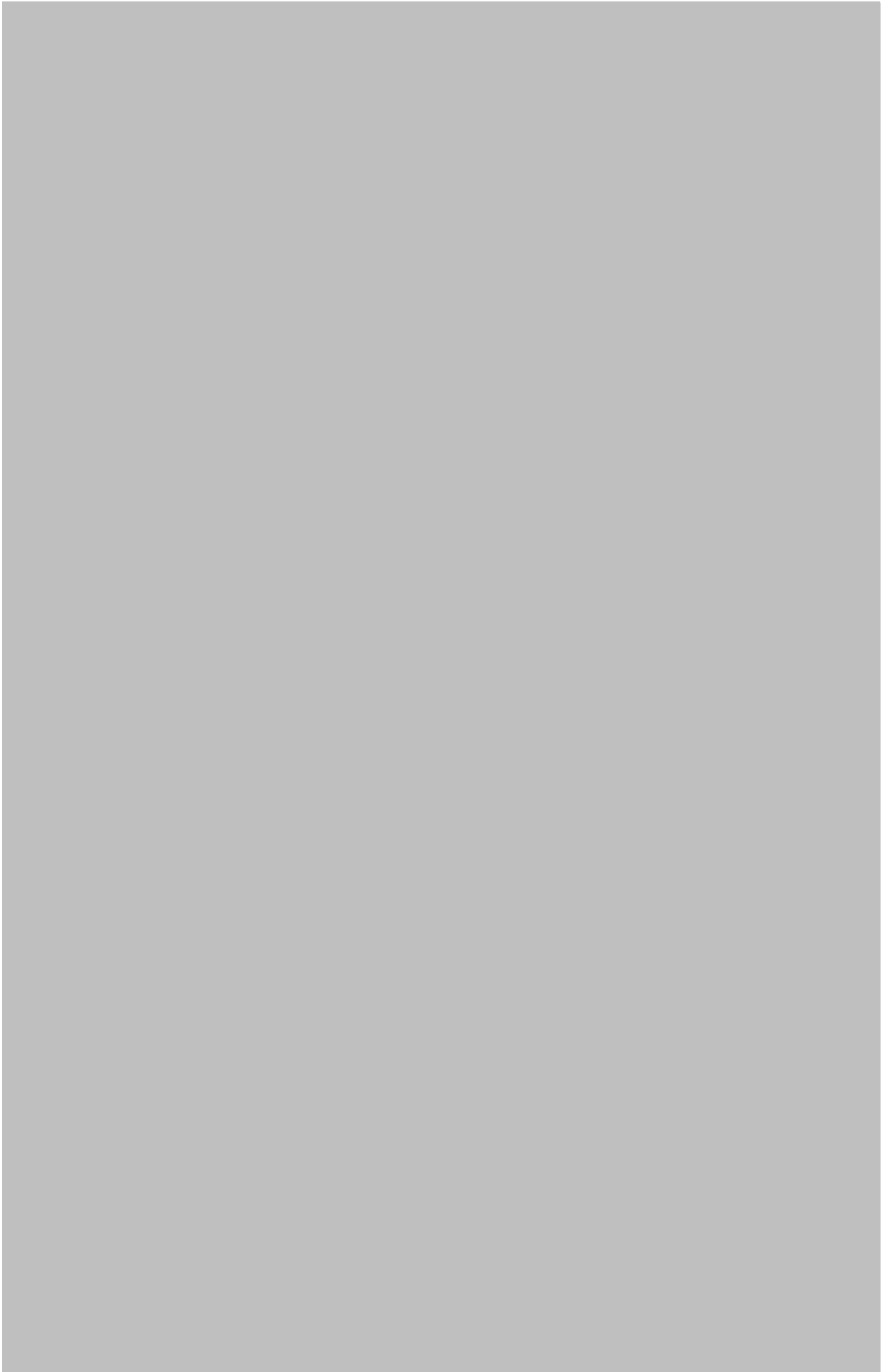




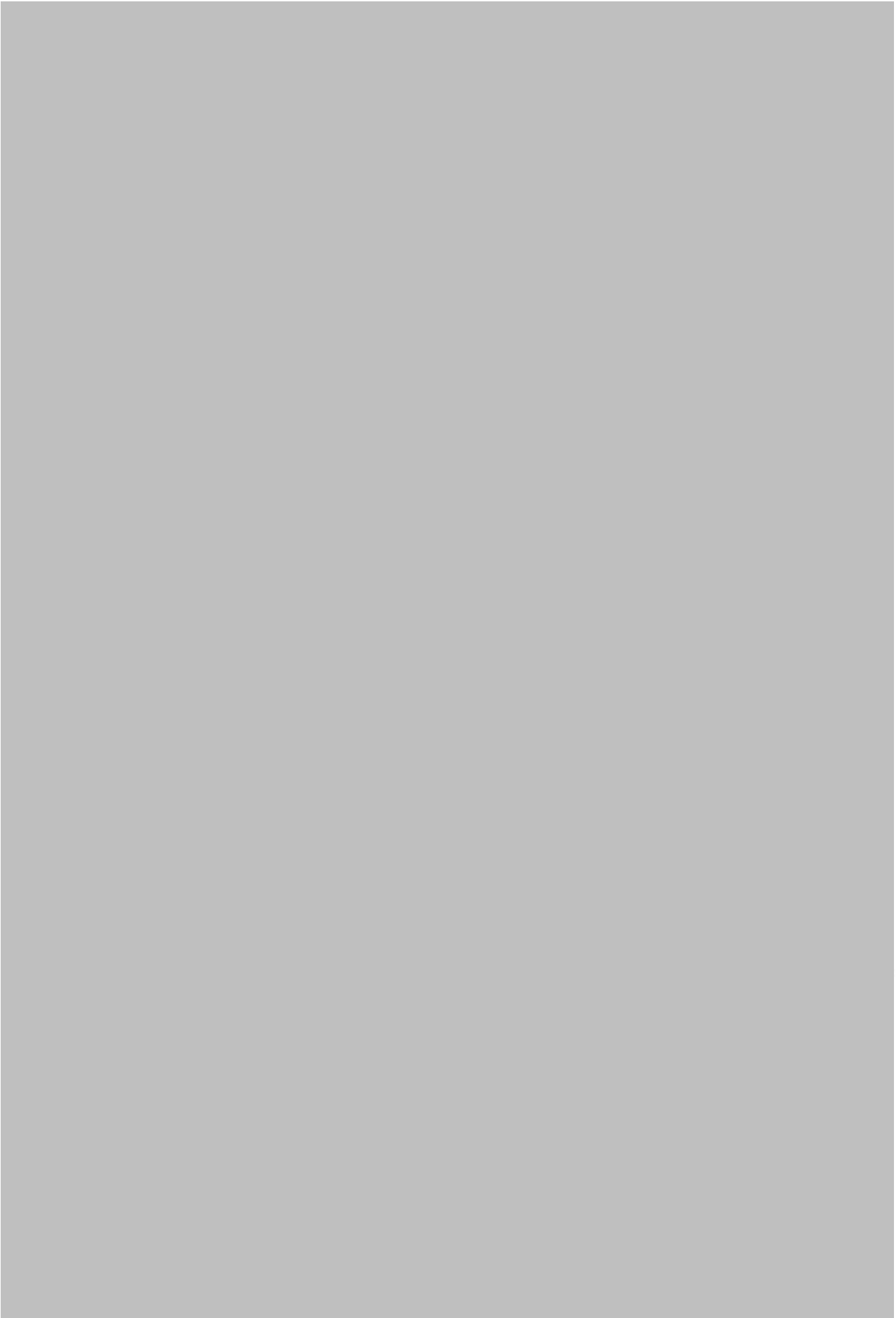


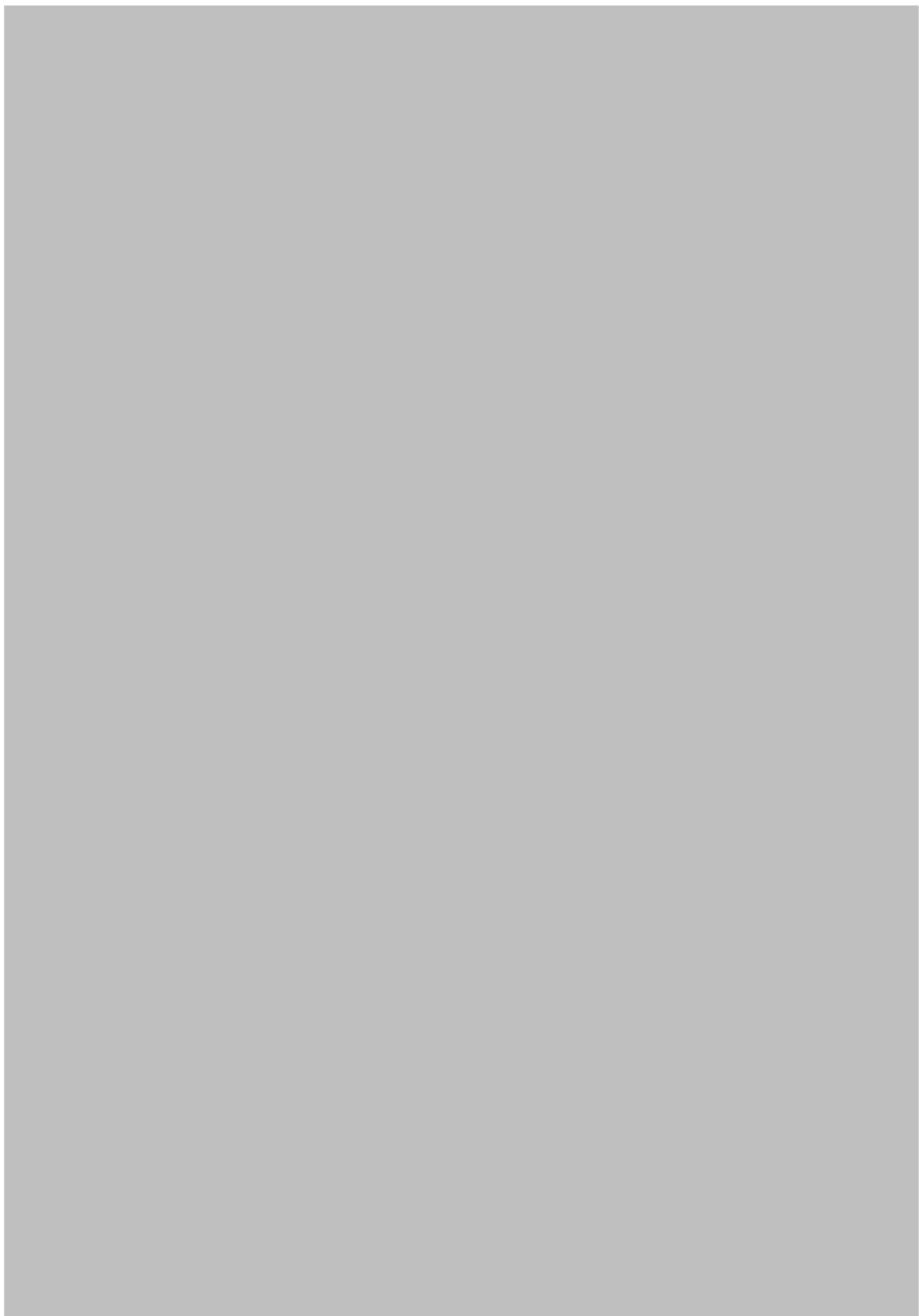


















Whole ELC & OSHC Staff-Team Meeting Date: Monday 30th September 2019

Welcome everyone (new people to team) [REDACTED]

Please make sure you sign in on attendance sheet.

Prayer – Open for anyone to lead prayer.

Opening Devotion:

(read out Loud)

“Keep Going! Keep Developing! Keep Learning! Keep Growing! Keep Serving Others! Keep Believing, both in yourself professionally and in God.”

Why I say this is that Some people stop at the first site of adversity or disruption because they don't think they have what it takes to survive the storm.

TODAY'S BIBLE VERSE:

2 Corinthians 3:5 “It is not that we think we are qualified to do anything on our own. Our qualification comes from God.”

Just remember that if we combine the love and dedication for extending our own development and skills combined with Gods direction and guidance, the possibilities are endless.

- 2. Head Checks & QK
- 3. Compliance re working with directly with children logs
- 4. Compliance re Responsible Person Log

Closing Prayer:

Staff Meeting Sign In/Out

Date: 30 9.19

Name	Signature	Time Arrived
[Redacted content]		

Whole Staff Meeting

30th September 2019

6:30pm- Devotion: [REDACTED] 2 Cor 2:5: Facing the storm.

New people: [REDACTED]

Welcome all!!

Notes: Breaches: When do we sign in and out? When you directly work with children sign in that classroom depending where you are located. Always sign out when you leave the room.

Have to produce 2 weeks report on staff attendance to the department

Headchecks every 30 minutes and every transition

[REDACTED] comments section on the room logs: Write why you have left and entering a different room

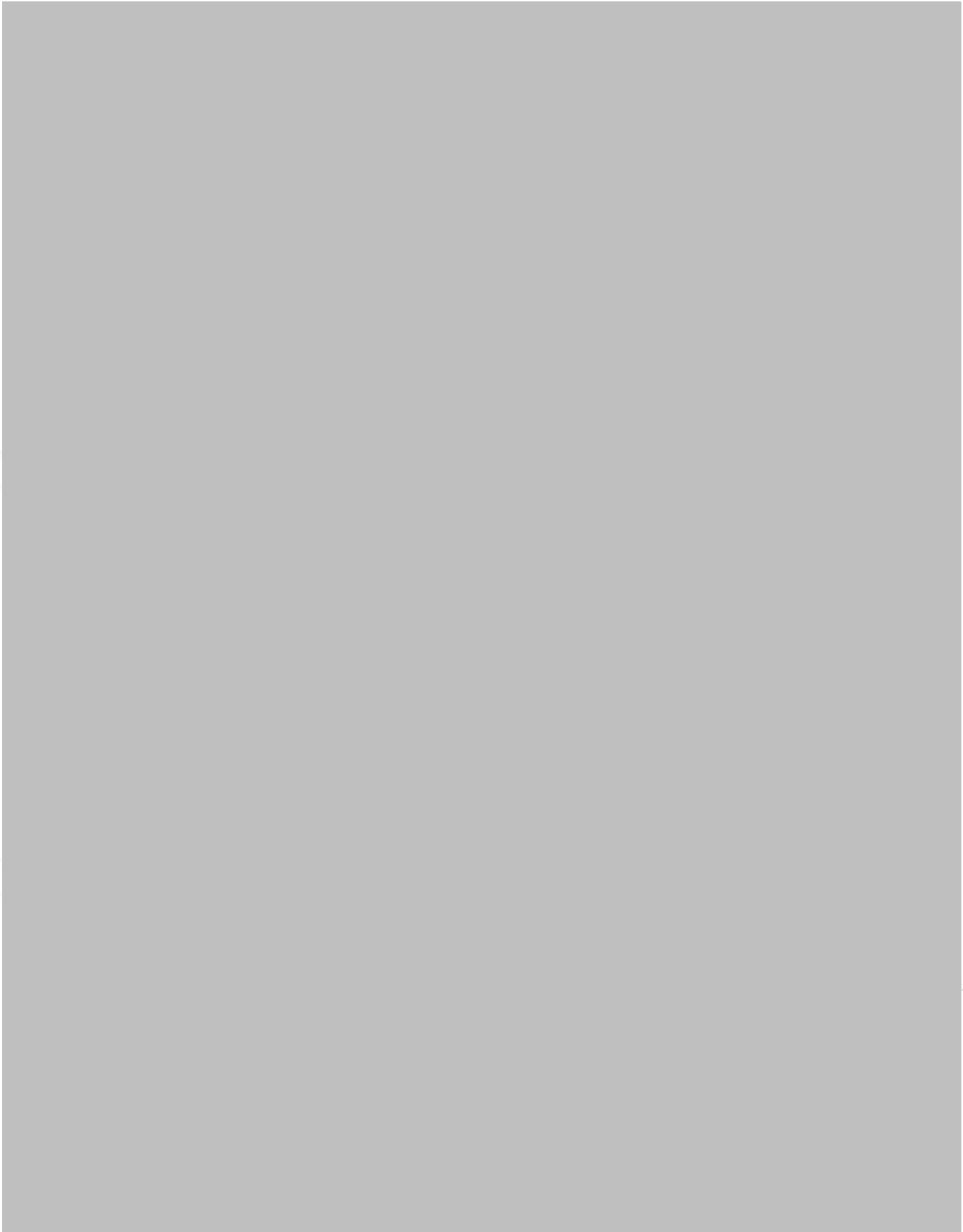
Any relief staff: Remind to also sign in and out as it is our expectation

Any ideas to better the practice talk to [REDACTED] with suggestions to improve or strengthen current practice.

Department are looking at ratios and particularly Charnwood. Let's continue to learn, develop and grow from this situation ensuring that all the children in our care are safe.

Don't bring accident forms to management until it is signed completely by parents and staff

Anything above shoulders need to be recorded to management or person in charge





Charmwood ELC Team Room Sign on

Room: [Redacted]

Week Start: 2/19/19 Week End: 2/19/19



Name	In		Out		Qualifications:	Signature:	Comments
	In	Out	In	Out			
Monday	7:15	11:15	2:30	6:00		[Redacted]	
Tuesday	7:15	11:15	2:30	6:00		[Redacted]	
Wednesday	7:15	11:15	2:30	6:00		[Redacted]	
Thursday	7:15	11:15	2:30	6:00		[Redacted]	
Friday	7:15	11:15	2:30	5:50		[Redacted]	

Name	In		Out		Qualifications:	Signature:	Comments
	In	Out	In	Out			
Monday	2:30	5:00				[Redacted]	
Tuesday	2:30	5:00				[Redacted]	
Wednesday	2:30	5:00				[Redacted]	
Thursday	2:30	5:00				[Redacted]	
Friday	2:30	5:00				[Redacted]	

Name	In		Out		Qualifications:	Signature:	Comments
	In	Out	In	Out			
Monday	2:30	6:00				[Redacted]	
Tuesday						[Redacted]	
Wednesday						[Redacted]	
Thursday						[Redacted]	
Friday						[Redacted]	

Name	In		Out		Qualifications:	Signature:	Comments
	In	Out	In	Out			
Monday						[Redacted]	
Tuesday	6:30	6:30				[Redacted]	
Wednesday	7:30	7:30				[Redacted]	
Thursday	7:30	7:30				[Redacted]	
Friday	7:30	7:30				[Redacted]	

Charnwood ELC Team Room Sign on

BRINDABELLA
FERRIS COLLEGE

Room

Week Start: 30/09/19

Week End: 01/10/19

11/0/19
9-5-19

Name:	In		Out		Qualifications:	In		Out		Signature:	Out		Comments
	In	Out	In	Out		In	Out	In	Out				
Monday	9:15	12:05	17:50	3:15									
Tuesday	8:10	12:20	17:05	3:15									
Wednesday	9:20	12:07	11:45	12:15									
Thursday	9:32	17:10	12:55										
Friday	9:07												

Name:	In		Out		Qualifications:	In		Out		Signature:	Out		Comments
	In	Out	In	Out		In	Out	In	Out				
Monday	9:15	10:00	11:50	1:45									course breaks
Tuesday	9:05	9:55											
Wednesday													
Thursday													
Friday	9:00	9:50											

Name:	In		Out		Qualifications:	In		Out		Signature:	Out		Comments
	In	Out	In	Out		In	Out	In	Out				
Monday	10:00	10:46	9:15	6:00pm									
Tuesday	10:00	9:10	8:55	6:10									
Wednesday	10:00	10:20	10:35	12:55									
Thursday	10:00	11:15	9:00	6:00									
Friday													

Name:	In		Out		Qualifications:	In		Out		Signature:	Out		Comments
	In	Out	In	Out		In	Out	In	Out				
Monday	1:30	5:00											
Tuesday	1:00	5:00											
Wednesday													
Thursday	10:45	11:06	12:10	2:12									
Friday													

2nd Oct Wednesday 9:30 11:00 11:15

Charmwood ELC Team Room Sign on

Room: [Redacted] Week Start: 30/09 Week End: 04/10



Name	Qualifications:		Signature:		Comments
	In	Out	In	Out	
[Redacted]					
Monday					
Tuesday	8:00	8:15	8:20	8:45	
Wednesday	8:30	9:38			
Thursday					
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
[Redacted]					
Monday					
Tuesday	9:55	12:25	1:10	6:03	
Wednesday					
Thursday					
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
[Redacted]					
Monday					
Tuesday	9:30am	6pm			
Wednesday	9:45 am	6pm			
Thursday	9:45pm	6pm			
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
[Redacted]					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday	9:45				

Charnwood ELC Team Room Sign on

Room: [Redacted] Week Start: 30/9/19 Week End: 4/10/19



Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday	9:30				
Thursday		10:15			
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday		08:50-2:00			

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					



Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 23/9 Week End: 27/9

2/9/10
5.30 AM

0-91

Name	In		Out		Qualifications	Signature:		Comments
	In	Out	In	Out		In	Out	
Monday	8:20	10:25	10:40	12:45	11:15	2:40	[Redacted]	[Redacted]
Tuesday	8:25	10:40	10:55	12:45	11:15	3:00	[Redacted]	[Redacted]
Wednesday	8:27	10:45	11:00	12:45	11:15	3:00	[Redacted]	[Redacted]
Thursday	8:20	10:55	10:50	12:22	12:50	3:00	[Redacted]	[Redacted]
Friday	8:15	8:30					[Redacted]	[Redacted]

Name:	In		Out		Qualifications:	Signature:		Out
	In	Out	In	Out		In	Out	
Monday	7:15	8:50					[Redacted]	[Redacted]
Tuesday	7:15	9:00					[Redacted]	[Redacted]
Wednesday	7:15	9:50					[Redacted]	[Redacted]
Thursday	7:15	9:00					[Redacted]	[Redacted]
Friday	7:15	8:45					[Redacted]	[Redacted]

Name	In		Out		Qualifications:	Signature:		Out
	In	Out	In	Out		In	Out	
Monday	7:45	8:00					[Redacted]	[Redacted]
Tuesday	7:45	8:00					[Redacted]	[Redacted]
Wednesday	7:45	8:00					[Redacted]	[Redacted]
Thursday	7:45	8:00					[Redacted]	[Redacted]
Friday	7:45	8:00					[Redacted]	[Redacted]

Name:	In		Out		Qualifications:	Signature:		Comments
	In	Out	In	Out		In	Out	
Monday	8:00	8:50					[Redacted]	[Redacted]
Tuesday	8:00	9:00					[Redacted]	[Redacted]
Wednesday	8:00	8:50					[Redacted]	[Redacted]
Thursday	8:00	9:00					[Redacted]	[Redacted]
Friday	8:00	9:45					[Redacted]	[Redacted]



Charnwood ELC Team Room Sign In/Out

9.2

Room: [Redacted]

Week Start: 23/9/19

Week End: 27/9/19

Name:	Qualifications:		Signature:		Comments:	
	In	Out	In	Out	In	Out
Monday	9:30	10:05	10:20	11:15	[Redacted]	[Redacted]
Tuesday	9:30	10:20	10:35	11:15	[Redacted]	[Redacted]
Wednesday	9:15	10:30	10:45	11:15	[Redacted]	[Redacted]
Thursday	9:10	10:15	10:30	11:15	[Redacted]	[Redacted]
Friday						

Name:	Qualifications:		Signature:		Comments:	
	In	Out	In	Out	In	Out
Monday	12:45	1:15	12:45	1:30	[Redacted]	[Redacted]
Tuesday						
Wednesday	9:15	10:00				
Thursday	9:45	10:15				
Friday						

Name:	Qualifications:		Signature:		Comments:	
	In	Out	In	Out	In	Out
Monday	10:25	10:36			[Redacted]	[Redacted]
Tuesday						
Wednesday						
Thursday						
Friday						

Name:	Qualifications:		Signature:		Comments:	
	In	Out	In	Out	In	Out
Monday					[Redacted]	[Redacted]
Tuesday						
Wednesday	9:30	10:00				
Thursday	9:45	10:15				
Friday						

23/9/19
2:15
2:47

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 2019 Week End: 5/10/19



Name:	Qualifications:		Signature:	
	In	Out	In	Out
Monday	8:20	9:45	[Redacted]	[Redacted]
Tuesday	8:20	10:00	[Redacted]	[Redacted]
Wednesday	8:27	9:45	[Redacted]	[Redacted]
Thursday	8:55	9:50	[Redacted]	[Redacted]
Friday		12:07	[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	7:15	9:15	[Redacted]	[Redacted]	
Tuesday	7:15	9:00	[Redacted]	[Redacted]	
Wednesday	7:15	8:20	[Redacted]	[Redacted]	
Thursday	7:15	9:15	[Redacted]	[Redacted]	
Friday	7:15	7:45	[Redacted]	[Redacted]	

Name:	Qualifications:		Signature:	
	In	Out	In	Out
Monday	7:45	8:10	[Redacted]	[Redacted]
Tuesday	7:45	8:10	[Redacted]	[Redacted]
Wednesday	7:45	8:40	[Redacted]	[Redacted]
Thursday	7:45	8:02	[Redacted]	[Redacted]
Friday	7:45	8:30	[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	8:00	8:10	[Redacted]	[Redacted]	
Tuesday	7:57	8:10	[Redacted]	[Redacted]	
Wednesday	7:58	8:40	[Redacted]	[Redacted]	
Thursday	7:57	8:02	[Redacted]	[Redacted]	
Friday	8:00	8:30	[Redacted]	[Redacted]	

10.55
30/9/19



Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 30/9/19 Week End: 4/10/19

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	8:30	9:00	[Redacted]	[Redacted]	[Redacted]
Tuesday	8:25	9:00	[Redacted]	[Redacted]	[Redacted]
Wednesday	8:35		[Redacted]	[Redacted]	[Redacted]
Thursday			[Redacted]	[Redacted]	[Redacted]
Friday	8:50	8:51	[Redacted]	[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	8:40	9:50	[Redacted]	[Redacted]	[Redacted]
Tuesday	8:45	9:10	[Redacted]	[Redacted]	[Redacted]
Wednesday	8:45	9:45	[Redacted]	[Redacted]	[Redacted]
Thursday	7:48	10:00	[Redacted]	[Redacted]	[Redacted]
Friday			[Redacted]	[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	8:54	9:11	[Redacted]	[Redacted]	[Redacted]
Tuesday	9:00	10:00	[Redacted]	[Redacted]	[Redacted]
Wednesday	8:58	9:08	[Redacted]	[Redacted]	[Redacted]
Thursday	8:55	10:00	[Redacted]	[Redacted]	[Redacted]
Friday			[Redacted]	[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:00	10:50	[Redacted]	[Redacted]	[Redacted]
Tuesday			[Redacted]	[Redacted]	[Redacted]
Wednesday			[Redacted]	[Redacted]	[Redacted]
Thursday			[Redacted]	[Redacted]	[Redacted]
Friday			[Redacted]	[Redacted]	[Redacted]

Charnwood ELC Team Room Sign on

Room: [Redacted] Week Start: 30/09 Week End: 04/10



Name:	Qualifications:				Signature:				
	In	Out	In	Out	In	Out	In	Out	
Monday									
Tuesday	8:20am	3:35	5:45	9:02					
Wednesday									
Thursday									
Friday									

Name:	Qualifications:				Signature:				
	In	Out	In	Out	In	Out	In	Out	
Monday									
Tuesday	9:30	10:00							
Wednesday	9:30	10:00							
Thursday									
Friday									

Name:	Qualifications:				Signature:				
	In	Out	In	Out	In	Out	In	Out	
Monday									
Tuesday									
Wednesday	9:30	9:46							
Thursday									
Friday									

Name:	Qualifications:				Signature:				
	In	Out	In	Out	In	Out	In	Out	
Monday									
Tuesday									
Wednesday	10:40	11:15	11:20	11:30					
Thursday									
Friday									

Charnwood ELC Team Room Sign In/Out



Room: [Redacted]

Week Start: 23/09/19

Week End: 27/09/19

Page 1

25/9/19
2:15

[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	7:30	10:55	12:30	4:00	
Tuesday	7:30	10:20	12:45	4:00	
Wednesday	7:30	9:15	10:20	4:00	
Thursday	7:30	9:45	10:15	4:00	
Friday	New Day				

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	5:30	10:50	12:30	5:30	
Tuesday	8:45	10:35	2:18	5:30	
Wednesday	8:45	9:15	10:10	1:30-2:30	
Thursday	8:50	9:45	10:15	5:40	
Friday	9:10	11:00	11:15		

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	7:15	9:30			
Tuesday	7:15	9:30			
Wednesday	7:15	9:15			
Thursday	7:15	9:10			
Friday	7:15	10:20			

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:30	11:15	11:30	5:00	
Tuesday	7:30	11:15	17:35	5:55	
Wednesday	10:00	10:52	11:08	5:55	
Thursday	9:39	9:45	10:15	2:15	
Friday				3:15	

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 23/9/10 Week End: 27/9/10



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4.42
26/9/10

Name	Qualifications:		Signature:		Out	Comments
	In	Out	In	Out		
Monday	4:10	4:45	[Redacted]	[Redacted]		
Tuesday	3:00	4:30				
Wednesday	3:00	4:30				
Thursday	3:00	5:30				
Friday	8:30	10:45	11:00	12:10		

Name:	Qualifications:		Signature:		Out	Comments
	In	Out	In	Out		
Monday	5:30	6:00	[Redacted]	[Redacted]		
Tuesday	5:30	6:00				
Wednesday	5:30	6:00				
Thursday	5:30	6:00				
Friday	5:30	6:00				

Name:	Qualifications:		Signature:		Out	Comments
	In	Out	In	Out		
Monday	5:30	5:48	[Redacted]	[Redacted]		
Tuesday						
Wednesday						
Thursday						
Friday	5:31	6:00				

Name:	Qualifications:		Signature:		Out	Comments
	In	Out	In	Out		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 30.9.18 Week End: 3.10.19



Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	7:20	8:40	11:45	12:45	4:15
Tuesday	7:20	8:10	12:01	4:01	
Wednesday	7:25	8:45	1:00	4:00	
Thursday	7:20	7:49	1:00	4:20	
Friday	7:20	10:15	10:30		

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	7:15	9:15			
Tuesday	7:15	8:20			
Wednesday	7:15	8:28			
Thursday	7:15	9:20			
Friday	7:15	8:15			

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:45	10:30	11:15	4:55	combined
Tuesday	10:30	10:25	11:30	4:31	
Wednesday	9:50	10:50	2:17	4:40	
Thursday	8:20	9:00	10:28	12:07	1:10
Friday	8:27				

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	11:45	2:30	4:30	5:30	
Tuesday					
Wednesday					
Thursday					
Friday	9:30	9:48	11:30	11:33	1:05

10:30
11:00

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 30.09.18 Week End: 07.10.18



Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	11:05	1:20	[Redacted]	[Redacted]	[Redacted]
Tuesday					
Wednesday					
Thursday					
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	5:15	6:00			Comments
Tuesday					
Wednesday					
Thursday	7:55	9:20			
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	5:00	6:00	[Redacted]	[Redacted]	[Redacted]
Tuesday					
Wednesday					
Thursday					
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	5:30	6:00	[Redacted]	[Redacted]	[Redacted]
Tuesday	1:25	3:45			
Wednesday	7:30	5:50			
Thursday	2:40	5:20			
Friday					

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 30.9.19 Week End: 3.10.19



Name:	Qualifications:		Signature:	Comments
	In	Out		
Monday	5:43	6:00	[Redacted]	
Tuesday	5:31	5:45	[Redacted]	
Wednesday	5:33	5:45	[Redacted]	
Thursday	5:40	5:45	[Redacted]	
Friday			[Redacted]	

Name:	Qualifications:		Signature:	Comments
	In	Out		
Monday			[Redacted]	
Tuesday	10:00	11:25	[Redacted]	
Wednesday	3:57	5:50	[Redacted]	
Thursday	10:00	11:15	[Redacted]	
Friday	9:30		[Redacted]	

Name:	Qualifications:		Signature:	Comments
	In	Out		
Monday	11:20	1:00	[Redacted]	
Tuesday			[Redacted]	
Wednesday			[Redacted]	
Thursday	11:40	12:00	[Redacted]	
Friday	9:02		[Redacted]	

Name:	Qualifications:		Signature:	Comments
	In	Out		
Monday			[Redacted]	
Tuesday	4:30	5:30	[Redacted]	
Wednesday			[Redacted]	
Thursday			[Redacted]	
Friday			[Redacted]	



Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 30/09/2019 Week End: 04/10/2019

Name:	Qualifications:				Signature:	Out	Comments
	In	Out	In	Out			
Monday					[Redacted]		
Tuesday							
Wednesday	8:00	8:30	9:39	10:40		1:42	
Thursday						1:46	
Friday							

Name:	Qualifications:				Signature:	Out	Comments
	In	Out	In	Out			
Monday					[Redacted]		
Tuesday							
Wednesday	8:20	8:40					
Thursday							
Friday	7:45	9:30					

Name:	Qualifications:				Signature:	Out	Comments
	In	Out	In	Out			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Name:	Qualifications:				Signature:	Out	Comments
	In	Out	In	Out			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 28.9.19 Week End: 29.9.19



Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday	7:45	10:20	10:35	1:05	[Redacted]	
Tuesday	7:45	10:15	10:30	12:30	[Redacted]	
Wednesday	7:45	10:20	10:35	1:05	[Redacted]	
Thursday	8:00	10:35	10:50	12:35	[Redacted]	
Friday	8:00	10:15	10:30	12:20	[Redacted]	

Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday	8:00	10:37	10:50	1:35	[Redacted]	
Tuesday	8:00	10:30	10:45	1:05	[Redacted]	
Wednesday	8:00	10:38	10:53	1:44	[Redacted]	
Thursday	8:00	10:50	11:05	1:25	[Redacted]	
Friday	7:55	10:35	10:50	12:50	[Redacted]	

Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday	9:30	10:50	11:30	2:20	[Redacted]	
Tuesday	10:00	11:05	11:20	2:50	[Redacted]	
Wednesday	10:00	11:00	11:15	2:40	[Redacted]	
Thursday	10:30	2:15	2:45	4:00	[Redacted]	
Friday	10:00	2:30	3:15	4:00	[Redacted]	

Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Charnwood ELC Team Room Sign on

Room: [Redacted] Week Start: 30.9.19 Week End: 04.10.19



Name	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	8:10	10:20	10:35	1:35	[Redacted]
Tuesday	8:10	10:15	10:30	1:10	[Redacted]
Wednesday	8:40	10:25	10:40	1:35	[Redacted]
Thursday	8:05	10:40	10:55	1:45	[Redacted]
Friday	8:30				

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	8:40	10:37	10:52	2:15	[Redacted]
Tuesday	8:10	10:37	10:50	1:47	[Redacted]
Wednesday	8:39	10:48	11:00	1:05	[Redacted]
Thursday	8:07	11:00	11:16	2:15	[Redacted]
Friday	8:30				

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:30	11:20	11:35	2:30	[Redacted]
Tuesday	9:55	11:00	11:15	2:30	[Redacted]
Wednesday	9:55	1:00	2:30	3:55	[Redacted]
Thursday	10:00	1:10	1:25	2:48	[Redacted]
Friday	9:55			3:17	[Redacted]

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					



Charnwood ELC Team Room Sign In/Out

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Room: [redacted] Week Start: 23/9 Week End: 27/9

Name:	Qualifications:		Signature:	
	In	Out	In	Out
Monday	8:30	10:15	1:30	3:45
Tuesday	9:00	10:05	1:20	3:50
Wednesday	8:30	10:00	1:40	3:50
Thursday	9:00	1:00	hpx	
Friday	9:00	10:05	1:30	3:48

Name:	Qualifications:		Signature:	
	In	Out	In	Out
Monday	9:43	11:15	2:30	5:45
Tuesday	9:43	10:35	2:40	5:45
Wednesday	9:39	10:45	2:30	5:45
Thursday	9:40	11:20	2:00	5:45
Friday	9:44	10:45	2:30	5:45

Name:	Qualifications:		Signature:	
	In	Out	In	Out
Monday	8:50	10:50	1:50	5:07
Tuesday				
Wednesday				
Thursday				
Friday				

Name:	Qualifications:		Signature:	
	In	Out	In	Out
Monday	8:30	10:30	12:30 PM	4:00 PM
Tuesday	9:10	10:20	12:35	4:00 PM
Wednesday	8:50	10:15	12:40	4:00 PM
Thursday	9:10	10:45	01:00	4:00 PM
Friday				

[redacted] 26/9 [redacted] 25/9

Charnwood ELC Team Room Sign In/Out

Page 2

Room: [Redacted] Week Start: 23/9 Week End: 27/9



Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	4:25	5:30	[Redacted]	[Redacted]	[Redacted]
Tuesday	4:00	5:00			
Wednesday	4:05	5:30			
Thursday	4:00	4:00			
Friday	4:00	5:15			

18/9/2015 am

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:00	10:12	[Redacted]	[Redacted]	
Tuesday	9:00	10:40			
Wednesday	9:00	10:44			
Thursday	9:00	10:25			
Friday	9:00	10:10			

18/9/2015 am

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:15	9:45	[Redacted]	[Redacted]	[Redacted]
Tuesday					
Wednesday	9:20	9:45			
Thursday					
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Charmwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 30/9 Week End: 04/10

10:55
[Redacted]
30/9/10
10:20
[Redacted]



Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:16	10:10	1:35	3:50	[Redacted]
Tuesday	9:08	10:20	1:30	4:00	[Redacted]
Wednesday	9:10	10:30	1:30	4:00	[Redacted]
Thursday	9:15	10:15	1:35	3:45	[Redacted]
Friday	9:30	9:55			

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:00	10:45	2:00	9:00	[Redacted]
Tuesday	9:00	10:40	1:55	5:00	[Redacted]
Wednesday	9:00	10:45	2:00	5:00	[Redacted]
Thursday	9:00	10:40	2:05	5:00	[Redacted]
Friday	9:00				

7/10
10:20

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:13	10:25	12:34	05:02	[Redacted]
Tuesday	4:15	5:01		outside	[Redacted]
Wednesday	9:10	11:25	12:36	2:10	[Redacted]
Thursday				4:00	[Redacted]
Friday					

Name:	Qualifications:		Signature:		Comments
	In	Out	In	Out	
Monday	9:42	10:46	2:22	5:40	[Redacted]
Tuesday	9:42	10:58	2:30	5:30	[Redacted]
Wednesday	9:43	11:10	2:30	5:32	[Redacted]
Thursday	9:43	10:45	2:35	5:39	[Redacted]
Friday	9:43				

1/0
12:30 p.m.

Charnwood ELC Team Room Sign In/Out

Room: [Redacted] Week Start: 3/1/09 Week End: 04/10

10:20
11:10



Name	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday	4:14	5:30	[Redacted]	[Redacted]	[Redacted]	
Tuesday	3:57	5:24				
Wednesday	3:55	5:20				
Thursday	4:20	5:30				
Friday						

Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday	9:02	9:31			[Redacted]	
Tuesday						
Wednesday						
Thursday						
Friday						

Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday					[Redacted]	
Tuesday	9:30	10:40	12:30	4:30		
Wednesday						
Thursday						
Friday						

Name:	Qualifications:				Signature:	Comments
	In	Out	In	Out		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Fairburn, Janine

From: Masterman, Tanya
Sent: Tuesday, 8 October 2019 8:48 AM
To: Brookes, Clare
Subject: FYI - FW: Brindabella Christian College Compliance Notice section 177 Response
Importance: High

UNCLASSIFIED

Following email from [REDACTED] seems to be under the impression that the Authority determined that [REDACTED] personally committed the offences, demonstrating a lack of understanding of the *Law*, further justifying our decision to reassess! The decision refers to "Provider" throughout, so it is not clear why [REDACTED] does not distinguish between [REDACTED] as an individual and the Provider as a corporate entity.

Tanya Masterman | A/g Assistant Director
 Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
 Early Childhood Policy and Regulation | Education | ACT Government
 Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
 GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [CECA Facebook](#)

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From: [REDACTED]
Sent: Saturday, 5 October 2019 11:15 PM
 : Masterman, Tanya <Tanya.Masterman@act.gov.au>; Fairburn, Janine <Janine.Fairburn@act.gov.au>;
 DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: [REDACTED] <[\[REDACTED\]@bcc.act.edu.au](mailto:[REDACTED]@bcc.act.edu.au)>; [REDACTED] <[\[REDACTED\]@bcc.act.edu.au](mailto:[REDACTED]@bcc.act.edu.au)>
Subject: Fwd: Brindabella Christian College Compliance Notice section 177 Response
Importance: High

Dear Tanya,

WITHOUT PREJUDICE & LEGAL-IN-CONFIDENCE

In addition to the formal response sent to you on Friday 4th October [REDACTED] would like to also add the following with respect to the 177 Notice issued on Friday 20 September 2019, purely by way of understanding and explanation and not by way of justification of anything originally responded.

When the notification came in [REDACTED] and as you were aware we sought a two-day extension to the response deadline and were kindly granted this. At the same time as this was occurring I had sought to use the additional time to gain further insight with respect to the actual events surrounding the complaint.

I note that following the investigation the Nominated Supervisor received a "Caution" with respect to the matter and this is truly appreciated given [REDACTED]. As is additionally the case with our highly respected [REDACTED] of Charnwood who was appointed since this matter was first raised.

As the Person with Management or Control, at the same time, I personally received a "Show Cause Notice" and advised I contravened Section 166 (1) of the Law and referring to the inappropriate psychological discipline. I also note that, as stated in the Show Cause Notice, there were discrepancies between the statements the Departmental Investigator obtained and that your findings were based on the "balance of probabilities" you then rely on for your decision. In particular with reference to the use of the word "feral"

More specifically I was also unable to ascertain accurately whether the use of the word feral was used given the differing accounts of the event.

In so far as the Section 167 Finding was then found to then be substantiated due to concern that there was a disregard for the dignity of the child in question I now, by way of completeness only and not justification as what I had originally advised, add the following.

At the time of the advice of the investigation I sought out our [REDACTED] at the College and discussed the matter. In [REDACTED] opinion, not one I held personally [REDACTED] reflected on the use of the term "feral" and offered the explanation I subsequently adopted in my response as what I considered was an informed educational opinion. This related to what a [REDACTED] staffer's use of the phrase in communication with a colleague might be interpreted as and specifically relating to discussions on behaviour. On the basis that if ever occurred in the first place, as this was denied, my response was in no way related to actually calling a [REDACTED] child feral and also did not seek to justify or minimise the conduct, or seek to defend the practice as was stated in the Departmental finding. If it were I would have simply apologised on behalf of the staff and sought to redress the situation with training which is what is now occurring.

Nonetheless the decision to reassess the fitness and propriety of the original person with management and control, in this case myself, was subsequently decided. Whilst we as BCEL the Provider have not decided to seek a review of this decision within the 14 days required, as instructed by the Department I will now undertake the necessary training as specified. I do however separately have some serious concerns.

As an organisation we have recently been the subject of a coordinated and vitriolic attack by certain persons and the press designed to materially damage our organisation. The allegations, which have been based on serious misrepresentations and manipulation of facts were aimed at critically undermine our two Colleges and ELC's and are specifically targeting the Board of the College, who in this case form the persons with Management and Control.

At the same time as providing the response to your Compliance Notice Section 177 on Friday the 4th, we were advised by the [REDACTED] that they are intending to run another damaging article in the next few days based on the knowledge of this finding which they claim they have been formally advised of by your Department.

Last year I had refrained from seeking FOI information from the ACT Government, based on the then matter surrounding [REDACTED] who were seeking to bring the College into disrepute via a Letter of Complaint, as we felt it better left alone given in the end the matters had little impact. In this latest, far more sophisticated attack, there are far too many unanswered questions and as a consequence we have briefed our Senior Counsel in Melbourne to look into the matters; and we will now be preparing a series of targeted FOI requests spanning the current and past years as deemed relevant.

We will need to more fully understand the depth and breadth of these ongoing attacks on our College and ELC's over and above the legitimate day-to-day operations we are dealing with; as is the case here. We simply need to ensure that these malicious ongoing attacks which has been incredibly targeted at both the Federal and ACT Government Ministerial and Departmental levels are dealt with professionally and the perpetrators held to account, as this has had a significant and completely unwarranted impact on our College's reputation and the staff we need to ensure we continue to protect.

We look forward to your transparent cooperation in this matter as we seek all relevant data to allow our Legal Counsel to fully review our position and take appropriate actions as deemed necessary.



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Begin forwarded message:

From: [redacted] <[redacted]@bcc.act.edu.au>
Subject: Brindabella Christian College Compliance Notice section 177 Response
Date: 4 October 2019 at 4:28:33 pm AEST
To: "Masterman, Tanya" <Tanya.Masterman@act.gov.au>
Cc: [redacted] <[redacted]@bcc.act.edu.au>

Dear Tanya,

Please see attached response and documentation relating to 177 Notice issued on Friday 20 September 2019. Due to the amount of supporting documentation I will be sending this through in 2 separate emails.
Please do not hesitate to contact me should you require any further information.

Regards





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