

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Cc: [Moriarty, Megan](#)
Subject: FW: Update on staff wellbeing
Date: Sunday, 3 April 2022 4:27:00 PM
Importance: High

OFFICIAL

Hi Soph,

Please see below from Jane. Can you please send me these relevant details first up tomorrow morning.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Sunday, 3 April 2022 12:04 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: FW: Update on staff wellbeing

Hi Dan

Would you be able to provide me the details of the checks that your team have undertaken at Calwell in the last week since this incident. This is a follow up I requested that Sue has provide but I would like a sense of for example when EAPs were at the school. This is urgent so just a high level so I can let the MO know this afternoon.

Thankyou
Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Sunday, 3 April 2022 11:02 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: Update on staff wellbeing

FYI

From: Norton, Sue <Sue.Norton@act.gov.au>
Sent: Sunday, 3 April 2022 11:01 AM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: Update on staff wellbeing

Hi Mark

Here is an update on staff wellbeing:

[REDACTED] – checked in and updated [REDACTED] of the situation. [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] – report from Acting Principal, Natalie Dickie - returned to school day after incident, has been attending the workplace every day and continues to have treatment for [REDACTED]

[REDACTED] – re-entry by Acting Principal, Natalie Dickie, student returned to school and is fine.

[REDACTED] – was supported by Acting Principal, Natalie Dickie, to go home Friday afternoon [REDACTED]
[REDACTED]

Thanks
Sue

From: [Ackland, Daniel](#)
To: [Tranda, Michelle](#)
Subject: RE: Follow up
Date: Sunday, 3 April 2022 4:28:00 PM

OFFICIAL

Thanks Michelle, very much appreciated.

Daniel Ackland | Executive Branch Manager, People and Performance
 Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
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www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Tranda, Michelle <Michelle.TRANDA@act.gov.au>
Sent: Sunday, 3 April 2022 3:37 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Tranda, Michelle <Michelle.TRANDA@act.gov.au>
Subject: RE: Follow up

Whoops forgot to say done – I've inserted a table of all positions/actions.

MT

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Saturday, 2 April 2022 11:10 AM
To: Tranda, Michelle <Michelle.TRANDA@act.gov.au>
Subject: FW: Follow up
Importance: High

OFFICIAL

Hi Michelle,

Please see below email from Mark. Are you able to help out with the following:

- Analysis of staffing supports offered over the last 6 months (recruitment assistance and placements to fill vacancies) – Daniel (Michelle Tranda has the history on this I believe)

It would be very much appreciated if you could pull together for Mark by tomorrow, but please know there is absolutely no expectation from me for you to do this. If you can't meet the request, can you please prioritise the work so it gets to Mark very first thing Monday morning.

Thanks

Daniel Ackland | Executive Branch Manager, People and Performance
 Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
 People and Performance | Education | ACT Government
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From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Saturday, 2 April 2022 9:26 AM
To: Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Cc: EGMSlooffice <EGMSlooffice@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
Subject: Follow up
Importance: High

Hi all,

Thanks for the work and support for the school yesterday.

In preparation for Monday we need to bring some of the threads together both for a strong and supported start for the school as well as Minset meeting Monday.

School – Lead – Sue (supported by Sophie and Daniel with necessary guidance):

- Meeting at school with staff. Sue, Kate M and Acting Principal Natalie D to lead. Main focus – staff and student support and wellbeing and focus on the week ahead.
- Need a guided conversation around what has occurred, the move of years 7 and 8 to remote whilst situation is assessed, information validated in response to the WorkSafe notice, and supports recalibrated.
- Will need specific advice on what the notice means for staff, where it will be displayed, what supports are available.
- Can we please arrange for EAP onsite at the school for Monday as soon as practicable to be there.
- We will also need to acknowledge the serious nature of the concerns raised and how to deal appropriately and respectfully with each other. Also what to do if you want to discuss your views on the issues raised by WorkSafe. We need to ensure staff who were interviewed are supported in a respectful way by all other staff, acknowledge the issues and concerns raised and steps moving forward to support.
- Sue to coordinate with Principals onsite the remote learning plan for the week with assistance from Mandy K and teaching and learning team.
- Can we look at reviewing the Support Plan for the school on Monday and assess additional supports required with Sam, Jessie and wellbeing team.

Prep for MinSET – Lead – Mark H:

- Can we please bring together the following work which we initiated yesterday back to me by lunch time Sunday please.
 - Analysis of staffing over the last 6 weeks at the school including split classes, absences, any individuals above face to face hours (and any under), and coverage across the school. High level summary only. (Daniel lead and Sue to source info from school as required). Key issue here will be establishing the FTE funding base vs the actual FTE onsite.
 - Analysis of staffing supports offered over the last 6 months (recruitment assistance and placements to fill vacancies) – Daniel (Michelle Tranda has the

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- Analysis of Riskmans since start of year and the HR wellbeing supports put in place. (Sophie S)
- Analysis of the supports from student wellbeing and supports including OVRAs conducted. (Sam Seton)
- Analysis of the Support plan and additional supports (Sue and Mark H)
- Analysis of school climate data (Mark H)

We need to establish a high level view of this information so we can begin to position in response to the concerns raised in the order by WorkSafe. If anyone discovers any incidents or concerns raised in relation to the specific matters can you please highlight with me. We will bring a full chronology of these back together through the incident management team next week to form the basis for our responses.

Daniel – mindful that of the [redacted] or [redacted] staff interviewed by WorkSafe [redacted] appear to be admin staff and wanted to flag CPSU engagement with yourself and David.

Apologies for the request over the weekend, but we need to be in a position to brief Monday with the full picture. I am happy to coordinate the information back through me as soon as available. If you have any concerns with this, please let me know.

Thanks again

Mark

Mark Huxley PSM
Executive Group Manager
School Improvement
ACT Education Directorate
(02) 62053988

From: [Simmons, Jane](#)
To: [Haire, Katy](#); [Matthews, David](#); [Short, Paul](#); [Ackland, Daniel](#); [Seton, Sam](#)
Cc: [DDGEDUoffice](#); [DGEDUoffice](#); [Huxley, Mark](#); [Clinch, Jolene](#)
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit
Date: Sunday, 3 April 2022 4:28:52 PM
Attachments: [CAVEAT BRIEF 2 Calwell High School WorkSafe Visit.docx](#)

Hi

For our meeting shortly but noting this is still a draft and some additions to come into this but thought you would find this useful

Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Sunday, 3 April 2022 3:58 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit

Updated as requested. Especially review section at end.

Cheers

Mark

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Visit from WorkSafe at Calwell High School – Caveat 2
Date: 3 April 2022

Update on the background and context at Calwell HS and the work to respond to the recent orders placed on the site by WorkSafe ACT.

School Background

- A new Principal (Ms Megan Altenburg) was appointed and commenced at Calwell HS in term 4, 2019.
- At the time Calwell HS had relatively low school climate and performance data compared to similar schools in the ACT.
- Rickman and incident reporting data identified significant physical incidents across the school week, with high levels of parent complaints.
- There were limited processes and structures in place to manage behaviour, suspensions and provide wrap around service when students returned to school. This led to unpredictable consequences for students and families.

Support Needs

- A support plan was developed in early 2020 to assist the school with targeted supports from across the Directorate. The key themes identified for a support plan were:
 - Declining school satisfaction data
 - New leadership team at the school
 - Staffing risk due to serious incidents and impact on staff wellbeing
 - Lack of casual contract staff to work in a highly complex environment
 - Increase in high-risk serious incidents

Supports Provided

- The major supports and resources provided to the school since 2020 include:
 - Additional Deputy Principal to focus on student behaviour management, wellbeing and PBL.
 - PBL uplift – coach deployed to support the school
 - Redesign of Flex Education model to ensure targeted supports based on student need.
 - HR support to prioritise the recruitment for the school and have full staffing profile for 2022 and also prioritise the schools access to the central casual relief pool.
 - ICW redesign and upgrade of student services, flex ed space, front office, sick bay and small group program to support student and staff safety and wellbeing.
 - Redesign of the Student Services model with two identified SLCs.
 - Customised EAP and staff wellbeing program to support staff at the school.

Outcomes to date:

- Whilst the school continues to experience concerning incidents involving student aggression and violence, and further improvements needs to occur, there have been a range of improvements observed at the school:
 - Enrolments at the school have increased over the past three years from 380 in 2019 to 420 in 2022.
 - NAPLAN growth across Reading, Writing and Numeracy – 2019-2021
 - School Satisfaction data in regard to school leadership indicates results the same as similar school types.
 - Fewer whole school lockdowns resulting from student behaviour concerns.
 - Effective case management of Tier 3 students supporting students and families
 - Flex Education model uplift provides student access at universal and targeted levels.
 - Staffing has remained stable in late 2021/22.
 - Clear processes and structures at all levels to respond to student behaviour
 - Levels of intervention and supports for teachers to respond to student behaviour is now in place.

Areas for further work:

- Student behaviour management, PBL implementation and student engagement in learning remain the major priority and focus for the school.
- Although there have been improvements in case management and processes in the school over the last year, serious incidents do still occur and these need to be minimized further.
- Whilst the pattern of progress has generally been upward since 2020, there has been an increase this term in incidents at the school. Further analysis is required to determine the cause and next steps.
- PBL implementation at the school has been disrupted by COVID and will need to be a major renewed focus for the school moving forward.
- This will also be a key to addressing the source of staff wellbeing concerns on site due to the history of prior events at the school and prolonged staff involvement in these issues.
- School climate data indicates opportunities for significant improvement in student wellbeing and engagement and will be monitored closely.

School Staffing:

- Concerns were raised both by the AEU and WorkSafe relating to the staffing levels and excess work being undertaken by staff at the site this year.
- The school was prioritized in the transfer and recruitment process as a result of both the identified needs in the support plan, as well as previous engagement with the AEU and local school sub branch. It commenced the 2022 school year fully staffed.
- Analysis from the school staffing data has been undertaken over the last two days.
- In relation to teachers working excessive face to face hours early analysis indicates:
 - Calwell HS is currently operating at a FTE base of 36, made up of 41 total teaching staff.
 - Of the 41 total teaching staff CHS employs, [REDACTED] a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
 - [REDACTED] has exceeded the cumulative total face-to-face teaching hours by [REDACTED].
 - Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.

- Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.
- In relation to the staffing COVID matrix for schools in 2022:
 - Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
 - Of the 15 days it was level 2 it received central relief staff on 14 occasions.
- In relation to class sizes:
 - Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
 - Of these, three were on days identified as level 2
 - Two of these days CHS received central relief staff.
 - The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March.
 - As per the agreed COVID-19 Planning for staff shortages matrix, the Directorate and the AEU have agreed the Policy can be broken in line with the exceptional circumstances outlined in the matrix.

Next Steps:

- A coordination team has been established to respond to the events at Calwell HS. It will oversee the following work.
- Undertake operations at the school this week in line with the Worksafe order and ensuring a focus on wellbeing of staff and students:
 - DSI is onsite Monday and a staff briefing will occur walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff.
 - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
 - EAP has been arranged to be onsite Monday to assist.
 - Additional school psychologist supports will be available via telehealth support for students learning remotely.
 - Planned excursions to Birrigai for year 7 and 8 will continue.
 - The teaching and learning team will assist with remote learning supports.
- Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way.
- A review of the school will be undertaken to inform the updating of the Support Plan. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.
 - The delivery model and supports for the small group programs at the site.
 - An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, riskman reporting and wellbeing supports.
 - An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name:

01 April 2022

From: [Simmons, Jane](#)
To: [Ackland, Daniel](#)
Cc: [Huxley, Mark](#)
Subject: RE: Update on staff wellbeing
Date: Sunday, 3 April 2022 4:28:56 PM

Thanks Dan
Jane

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Sunday, 3 April 2022 4:27 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: RE: Update on staff wellbeing

OFFICIAL

Hi Jane,

I don't have these details at this stage. I will mark them as urgent – but I'd suspect I won't get them from the team until first up tomorrow.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
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Thanks

Sue

From: [Ackland, Daniel](#)
To: [Huxley, Mark](#)
Subject: RE: Follow up
Date: Sunday, 3 April 2022 4:29:00 PM

OFFICIAL

Hi Mark,

Please see table below that Michelle has provided

Daniel Ackland | Executive Branch Manager, People and Performance
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Cc: EGMSlooffice <EGMSlooffice@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
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Importance: High

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Thanks again

Mark

Mark Huxley PSM
Executive Group Manager
School Improvement
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(02) 62053988

From: [Simmons, Jane](#)
To: [Matthews, David](#); [Clinch, Jolene](#); [Seton, Sam](#); [Short, Paul](#); [Ackland, Daniel](#)
Cc: [Huxley, Mark](#); [DGEDUoffice](#); [DDGEDUoffice](#)
Subject: FW: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
Date: Sunday, 3 April 2022 4:59:19 PM

As discussed

Jane

From: Simmons, Jane
Sent: Sunday, 3 April 2022 2:54 PM
To: Walker, Melanie <Melanie.Walker@act.gov.au>; Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Hi Mel and Bec

I thought it might be useful for you to have some more detailed information in relation to the follow up of students and staff at Calwell who were involved in the 24 March incident.

During the days and last week, following the Calwell High School Incident on the 24th March, Directorate staff and the acting Principal have regularly followed up on the wellbeing of staff and students involved in the incident.

To give you some visibility of the follow up, please see the details below including follow up with staff that has occurred this weekend.

- [REDACTED] The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation and [REDACTED]. Sue has confirmed with [REDACTED] that [REDACTED]. The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace [REDACTED].
- The Acting Principal, Natalie Dickie reports that [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day and continues to have treatment for [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED] The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED] school is supporting the family to plan for [REDACTED] safe return to school.

- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED] in regards to [REDACTED], all are okay [REDACTED]
- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return and it was advised by the family [REDACTED] following the incident. [REDACTED] has returned to school as scheduled and the Acting Principal advises [REDACTED] is settled and doing OK.

Further, on Friday 1 April, [REDACTED]
[REDACTED] s supported by Acting Principal
to go home during the day [REDACTED]
[REDACTED]

Please feel free to contact me if you have any further questions

Regards

Jane

Jane Simmons PSM | Deputy Director-General **Education Directorate** | ACT Government
T: +61 481057310 | E: jane.simmons@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: [Simmons, Jane](#)
To: [Haire, Katy](#)
Cc: [DGEDUoffice](#); [DDGEDUoffice](#)
Subject: Re: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit
Date: Sunday, 3 April 2022 5:19:25 PM
Attachments: [CAVEAT BRIEF 2 Calwell High School WorkSafe Visit KH comments.docx](#)

Thanks Katy. Have actioned that with mark and I'll forward this on as well

Jane

Get [Outlook for iOS](#)

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Sunday, April 3, 2022 5:18:40 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: RE: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit

UNOFFICIAL

Hi Jane

Please see some comments/questions on the caveat to assist in finalising it.

As discussed, it should include the update on the specific welfare of the staff/students as per your email to Mel and Bec.

It also should set out the approach for the week, using the four categories.

There's a couple of key things I've highlighted in the caveat that need to be addressed as well.

Thanks KH

Katy Haire | Director-General **Education Directorate** | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

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Caveat Brief

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- Rickman and incident reporting data identified significant physical incidents across the school week, with high levels of parent complaints.
- There were limited processes and structures in place to manage behaviour, suspensions and provide wrap around service when students returned to school. This led to unpredictable consequences for students and families.

Support Needs

- A support plan was developed in early 2020 to assist the school with targeted supports from across the Directorate. The key themes identified for a support plan were:
 - Declining school satisfaction data
 - New leadership team at the school
 - Staffing risk due to serious incidents and impact on staff wellbeing
 - Lack of casual contract staff to work in a highly complex environment
 - Increase in high-risk serious incidents

Supports Provided

- The major supports and resources provided to the school since 2020 include:
 - Additional Deputy Principal to focus on student behaviour management, wellbeing and PBL.
 - PBL uplift – coach deployed to support the school
 - Redesign of Flex Education model to ensure targeted supports based on student need.
 - HR support to prioritise the recruitment for the school and have full staffing profile for 2022 and also prioritise the schools access to the central casual relief pool.
 - ICW redesign and upgrade of student services, flex ed space, front office, sick bay and small group program to support student and staff safety and wellbeing.
 - Redesign of the Student Services model with two identified SLCs.
 - Customised EAP and staff wellbeing program to support staff at the school.

Outcomes to date:

- Whilst the school continues to experience concerning incidents involving student aggression and violence, and further improvements needs to occur, there have been a range of improvements observed at the school:
 - Enrolments at the school have increased over the past three years from 380 in 2019 to 420 in 2022.
 - NAPLAN growth across Reading, Writing and Numeracy – 2019-2021
 - School Satisfaction data in regard to school leadership indicates results the same as similar school types.
 - Fewer whole school lockdowns resulting from student behaviour concerns.
 - Effective case management of Tier 3 students supporting students and families
 - Flex Education model uplift provides student access at universal and targeted levels.
 - Staffing has remained stable in late 2021/22.
 - Clear processes and structures at all levels to respond to student behaviour
 - Levels of intervention and supports for teachers to respond to student behaviour is now in place.

Areas for further work:

- Student behaviour management, PBL implementation and student engagement in learning remain the major priority and focus for the school.
- Although there have been improvements in case management and processes in the school over the last year, serious incidents do still occur and these need to be minimized further.
- Whilst the pattern of progress has generally been upward since 2020, there has been an increase this term in incidents at the school. Further analysis is required to determine the cause and next steps.
- PBL implementation at the school has been disrupted by COVID and will need to be a major renewed focus for the school moving forward.
- This will also be a key to addressing the source of staff wellbeing concerns on site due to the history of prior events at the school and prolonged staff involvement in these issues.
- School climate data indicates opportunities for significant improvement in student wellbeing and engagement and will be monitored closely.

School Staffing:

- Concerns were raised both by the AEU and WorkSafe relating to the staffing levels and excess work being undertaken by staff at the site this year.
- The school was prioritized in the transfer and recruitment process as a result of both the identified needs in the support plan, as well as previous engagement with the AEU and local school sub branch. It commenced the 2022 school year fully staffed.
- Analysis from the school staffing data has been undertaken over the last two days.
- In relation to teachers working excessive face to face hours early analysis indicates:
 - Calwell HS is currently operating at a FTE base of 36, made up of 41 total teaching staff.
 - Of the 41 total teaching staff CHS employs, [REDACTED] a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
 - [REDACTED] has exceeded the cumulative total face-to-face teaching hours by [REDACTED].
 - Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.

- Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.
- In relation to the staffing COVID matrix for schools in 2022:
 - Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
 - Of the 15 days it was level 2 it received central relief staff on 14 occasions.
- In relation to class sizes:
 - Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
 - Of these, three were on days identified as level 2
 - Two of these days CHS received central relief staff.
 - The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March.
 - As per the agreed COVID-19 Planning for staff shortages matrix, the Directorate and the AEU have agreed the Policy can be broken in line with the exceptional circumstances outlined in the matrix.

Next Steps:

- A coordination team has been established to respond to the events at Calwell HS. It will oversee the following work.
- Undertake operations at the school this week in line with the Worksafe order and ensuring a focus on wellbeing of staff and students:
 - DSI is onsite Monday and a staff briefing will occur walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff.
 - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
 - EAP has been arranged to be onsite Monday to assist.
 - Additional school psychologist supports will be available via telehealth support for students learning remotely.
 - Planned excursions to Birrigai for year 7 and 8 will continue.
 - The teaching and learning team will assist with remote learning supports.
- Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way.
- A review of the school will be undertaken to inform the updating of the Support Plan. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.
 - The delivery model and supports for the small group programs at the site.
 - An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, riskman reporting and wellbeing supports.
 - An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name:

01 April 2022

From: [Simmons, Jane](#)
To: [DDGEDUoffice](#); [Haire, Katy](#); [Huxley, Mark](#); [Matthews, David](#); [Ackland, Daniel](#); [Seton, Sam](#); [Short, Paul](#)
Cc: [DDGEDUoffice](#); [DGEDUoffice](#)
Subject: Re: Calwell High Incident – WorkSafe Report Short and Long Term Management
Date: Sunday, 3 April 2022 5:55:33 PM
Attachments: [image001.png](#)

Thanks Jolene and Thankyou for being available this afternoon for us.

Jane

Get [Outlook for iOS](#)

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> on behalf of DDGEDUoffice <DDGEDUoffice@act.gov.au>
Sent: Sunday, April 3, 2022 5:53:06 PM
To: Haire, Katy <Katy.Haire@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: Calwell High Incident – WorkSafe Report Short and Long Term Management

OFFICIAL: Sensitive

Good afternoon

Please note short and long term actions as discussed.

Calwell High Incident – WorkSafe Report

This week:

1. Ensuring the safety and stability of the school - [@Huxley, Mark](#)
Kate Marshall's role, caveat brief, what is happening each day. Student and Staff welfare to be monitored closely. Staff mtg tomorrow (4/4) ensure staff are able to have a voice and are provided adequate support (EAP). Need to be mindful of staff who haven't made reports and need to share their frustrations.
2. Addressing issues raised by the regulator - [@Matthews, David](#) [@Ackland, Daniel](#) with input from [@Huxley, Mark](#)
Need to address all items reported and establish what is fact and current. Some of the issues reported are historical.
3. Managing Industrial issues - [@Matthews, David](#)
Working with Unions, AEU notified, CPSU to be notified asap. Suggest working with Union Executive, as opposed to ACT rep.
4. Managing the risk of reputational damage to the school - [@Short, Paul](#)
How does the Directorate/Government maintain confidence? Public Imaging. External and Internal comms. Highlight positive achievements of school e.g. NAPLAN

Longer term:

- Establish the issues which have led to this.

- Review Support Plan for the school.
- Review of the leadership of the school.
- Audit of school.
- Correlate School Engagement data with the Riskman data.

Notes

- Current environmental challenges need to be acknowledged
- WorkSafe Notice not to be contested through the media
- *CPSU to be notified with a call and in writing first thing tomorrow 4/4
- Need to identify an Assembly liaison person in [@Short, Paul](#)'s team.
- Be prepared for vote of no confidence
- Check in with MO – daily updates, verbal or written?
- What is the timing likely to be getting the notice lifted?
- Prepare outline of broader governance (project/program management) – ensure wellbeing of staff is embedded in any work undertaken [@Huxley, Mark](#)

Kind regards

Jolene

Jolene Clinch | Executive Officer to Jane Simmons, Deputy Director-General
Education Directorate | ACT Government
Level 4, 220 London Circuit, Canberra City, Canberra City | GPO Box 158, Canberra ACT 2601 |
www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work.

From: [Clinch, Jolene](#) on behalf of [DDGEDUoffice](#)
To: [Simmons, Jane](#); [DDGEDUoffice](#); [Haire, Katy](#); [Huxley, Mark](#); [Matthews, David](#); [Ackland, Daniel](#); [Seton, Sam](#); [Short, Paul](#)
Cc: [DDGEDUoffice](#); [DGEDUoffice](#)
Subject: UPDATED: Calwell High Incident – WorkSafe Report Short and Long Term Management
Date: Sunday, 3 April 2022 6:20:36 PM
Attachments: [image001.png](#)

OFFICIAL: Sensitive

*Please note the updated action on being prepared for Assembly Business below.

Good afternoon

Please note short and long term actions as discussed.

Calwell High Incident – WorkSafe Report

This week:

1. Ensuring the safety and stability of the school - [@Huxley, Mark](#)
Kate Marshall's role, caveat brief, what is happening each day. Student and Staff welfare to be monitored closely. Staff mtg tomorrow (4/4) ensure staff are able to have a voice and are provided adequate support (EAP). Need to be mindful of staff who haven't made reports and need to share their frustrations.
2. Addressing issues raised by the regulator - [@Matthews, David](#) [@Ackland, Daniel](#) with input from [@Huxley, Mark](#)
Need to address all items reported and establish what is fact and current. Some of the issues reported are historical.
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How does the Directorate/Government maintain confidence? Public Imaging. External and Internal comms. Highlight positive achievements of school e.g. NAPLAN

Longer term:

- Establish the issues which have led to this.
- Review Support Plan for the school.
- Review of the leadership of the school.
- Audit of school.
- Correlate School Engagement data with the Riskman data.

Notes

- Ensure all areas are prepared for Assembly Business, (noting it is a sitting week this week 5-7 April) will need to be prepared for questions.
- Need to identify an Assembly liaison person in [@Short, Paul](#)'s team.
- Be prepared for vote of no confidence
- Current environmental challenges need to be acknowledged
- WorkSafe Notice not to be contested through the media
- *CPSU to be notified with a call and in writing first thing tomorrow 4/4

- Check in with MO – daily updates, verbal or written?
- What is the timing likely to be getting the notice lifted?
- Prepare outline of broader governance (project/program management) – ensure wellbeing of staff is embedded in any work undertaken [@Huxley, Mark](#)

Kind regards

Jolene

Jolene Clinch | Executive Officer to Jane Simmons, Deputy Director-General

Education Directorate | ACT Government

Level 4, 220 London Circuit, Canberra City, Canberra City | GPO Box 158, Canberra ACT 2601 |

www.act.gov.au



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Portfolio: Education and Youth Affairs

CALWELL HIGH SCHOOL WORKSAFE IMPROVEMENT NOTICES
Talking points
Impact of COVID-19

- There's no doubt that the constantly changing COVID-19 situation is making life difficult for teachers and school staff. Especially in the broader context of the current national teacher shortage.
- Key stakeholders – including the Australian Education Union, CPSU, principals and the P&C Council – continue to work collaboratively with the Education Directorate to produce the best possible outcomes for our school communities.
- Despite these challenges, we are committed to keeping our schools safe and supportive environments for staff and students.
- With our stakeholders, schools and principals, we have planned for the eventuality of staffing impacts due to COVID-19.
- The health and wellbeing of our staff and students has always been our top priority.
- The Directorate has established a centralised staff relief pool, developed comprehensive plans to support schools with higher absences and, has introduced workload reduction strategies.
- One of the scenarios we planned for in all schools is a switch to temporary remote learning where staff absences prevent normal face-to-face learning from continuing.
- While we know kids learn best in the classroom, these temporary remote learning periods are going to necessary at various stages.
- The Directorate has also built a comprehensive suite of online learning materials which are tailored to year level, and updated weekly.
- Several ACT public schools have now moved some cohorts of students to temporary remote learning,

School	Affected students	Remote Learning Period
Calwell High School	Years 7 and 8	4 - 8 April 2022

- I'm aware several non-government schools have also employed temporary remote learning to alleviate workforce pressures this term.

- Parents should expect this strategy to continue throughout the school year, especially as we head into the colder months and anticipate further COVID-19 spikes will impact our workforce.
- COVID-19 is an ongoing and often unpredictable challenge that is impacting all parts of the community. Our schools are not immune, but it's a challenge we anticipated and are well prepared for.

Calwell High School

- In relation to Calwell high School, like so many schools, it has also experienced the impacts of COVID-19 on its workforce.
- As with all schools, the directorate and school leadership have been closely monitoring teacher absences and responding on a daily basis.
- Where needed the school has made local adjustments, and accessed priority relief staff.
- The presence of COVID-19 in the community, and the impact it's had on the school staff has no doubt exacerbated the challenges faced by the school.
- The school also recently experienced a serious violent incident, which was referred to ACT Policing.
- Violent incidents like this are rare in ACT public schools. When they do occur, we treat them very seriously.
- All impacted students and staff are being supported by the school and the Education Support Office.
- I understand that the Australian Education Union asked that WorkSafe ACT attend the school following this incident. That visit took place on 30 March and following the visit, the Directorate received notices from WorkSafe ACT regarding a number of matters at the school.
- The Education Directorate is complying with all WorkSafe ACT requirements.
- In response to the initial incident, the Directorate has directed additional resources into the school to support staff and students, taking immediate action to respond to the serious issues raised.
- I am receiving regular briefings on the matter.
- I would like to thank teachers, staff, students and families at Calwell High and across all ACT Public Schools for their resilience and support throughout term 1 as we continue to face and respond to any and all COVID-related challenges together.
- I care deeply about all of our public school communities and I'm committed to working with our stakeholders, staff, students and families to ensure every school provides safe learning and working environments, where everyone can flourish.

Key Information

- Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.
- A Directorate coordination team has been established to respond to the events at Calwell High School. It will oversee the following four streams of work:
 - **School Supports and Operational Continuity:** Undertake operations at the school this week in line with the WorkSafe order and ensuring a focus on support for wellbeing of staff and students.
 - **Response to the Regulator** - Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way.
 - **Industrial Engagement** – Liaison and engagement with the AEU and CPSU both at the local sub-branch level through to the ACT executive.
 - **Communications and Management** – Coordinate the communications material and messaging to support the school and school community.
- Once supports for the wellbeing of staff and students and operational continuity of learning is in place, a review of the school support plan will be undertaken. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.
 - The delivery model and supports for the small group programs at the site.
 - An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
 - An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.

Background Information

- On 31 March 2022 WorkSafe ACT attended Calwell High School to undertake a workplace inspection in response to information received by WorkSafe regarding issues at the school relating to student incidents and staffing shortages.
- During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
- Improvement Notices were issued to the Directorate on both issues raised.

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Cc: [Seton, Sam](#); [Huxley, Mark](#)
Subject: FW: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
Date: Monday, 4 April 2022 6:46:00 AM
Importance: High

OFFICIAL: Sensitive

Hi Soph,

When pulling together Riskman info this morning, can you please also look for information to help answer Mark's final dot point in below email.

Thanks

Daniel Ackland | Executive Branch Manager, People and Performance
 Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
 People and Performance | Education | ACT Government
 51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Monday, 4 April 2022 6:39 AM
To: Seton, Sam <Sam.Seton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; Clinch, Jolene <Jolene.Clinch@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>; Norton, Sue <Sue.Norton@act.gov.au>
Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
Importance: High

Hi Sam and Daniel,

Urgent request for additional information from MO for caveat today:

- How old/what year are [REDACTED] in?
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Has the police involvement in the incident on Thurs 24 ceased? Will any charges be laid?
 - [Mark H will confirm with school latest status this morning](#)
- Can we please receive a caveat brief detailing any other incidents with the [REDACTED] students in the lead-up to Thurs 24, and actions taken by the school/directorate?

[Sam – Can you please get the team to - Collate SAS and Riskman reports relating to each individual student and identify any incidents involving two or more of the students. We](#)

will then get the school to cross check against actions taken and confirm. (Can we get headline numbers eg: x major and x minor incidents and Riksmans) ahead of MINSET with further details to follow.

- Similarly, can we please be briefed on any info EDU has (riskmans etc) that might corroborate what was described in the worksafe notice as 'a growing number of student mobs forming'?

Sam and Daniel – Can you please crosscheck all Riskman records for this.

Thanks

Mark

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Sunday, 3 April 2022 10:38 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; Clinch, Jolene <Jolene.Clinch@act.gov.au>
Subject: Fwd: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

See below for immediate action in the morning

Jane

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From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Sunday, April 3, 2022 10:12 pm
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Walker, Melanie <Melanie.Walker@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

Hi Jane and team

Thank you so much for the update.

I had a few questions:

- How old/what year are [REDACTED] in?
- Has the police involvement in the incident on Thurs 24 ceased? Will any charges be laid?
- Can we please receive a caveat brief detailing any other incidents with the [REDACTED] students in the lead-up to Thurs 24, and actions taken by the school/directorate? Similarly, can we please be briefed on any info EDU has (riskmans etc) that might corroborate what was described in the worksafe notice as 'a growing number of student mobs forming'?

Happy to discuss at the Monday morning briefing, if that suits.

Thank you

Bec

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Sunday, 3 April 2022 2:54 PM
To: Walker, Melanie <Melanie.Walker@act.gov.au>; Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Hi Mel and Bec

I thought it might be useful for you to have some more detailed information in relation to the follow up of students and staff at Calwell who were involved in the 24 March incident.

During the days and last week, following the Calwell High School Incident on the 24th March, Directorate staff and the acting Principal have regularly followed up on the wellbeing of staff and students involved in the incident.

To give you some visibility of the follow up, please see the details below including follow up with staff that has occurred this weekend.

- [REDACTED]. The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation [REDACTED]. Sue has confirmed with [REDACTED] [REDACTED]. The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace [REDACTED].
- The Acting Principal, Natalie Dickie reports that [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day and continues to have treatment for [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED]. The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED] school is supporting the family to plan for [REDACTED] return to school.
- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED] in regards to [REDACTED], all are okay [REDACTED].

- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return and it was advised by the family [REDACTED] has returned to school as scheduled and the Acting Principal advises [REDACTED] is settled and doing OK.

Further, on Friday 1 April, [REDACTED] [REDACTED] [REDACTED] was supported by Acting Principal to go home during the day [REDACTED] [REDACTED]

Please feel free to contact me if you have any further questions

Regards

Jane

Jane Simmons PSM | Deputy Director-General **Education Directorate** | ACT Government
T: +61 481057310 | E: jane.simmons@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: [Ackland, Daniel](#)
To: [Norton, Sue](#); [Marshall, Kate \(ACTEDU\)](#)
Cc: [Huxley, Mark](#); [EGMSIoffice](#); [Moriarty, Megan](#); [Selfe, Sophie](#)
Subject: Displaying WorkSafe ACT notices
Date: Monday, 4 April 2022 6:53:00 AM
Attachments: [REC22_38628_Improvement_Notice_N-0000003585.PDF](#)
[REC22_38626_Prohibition_Notice_N-0000003584.PDF](#)

OFFICIAL: Sensitive

Good morning Sue and Kate

We need to display both attached notices in a prominent location. It is our advice that you consider an area that is suitable noting the sensitive nature of the content of these documents may mean you consider placing them in an area not accessible to students. This may include an area such as the staff room. They need to be placed in an area of the staff room (if that is indeed where you nominate) that is prominent for staff to see.

Thanks any questions let me know.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: [Simmons, Jane](#)
To: [Hobbs, Rebecca](#); [Walker, Melanie](#)
Cc: [Haire, Katy](#); [DDGEDUoffice](#); [DGEDUoffice](#)
Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
Date: Monday, 4 April 2022 7:59:26 AM

Good Morning Bec

Yes, we will be able to provide this information for you and we have a caveat briefing drafted to come to you this morning anyway on the incident and related information. We will be able to update you at our meeting this morning and provide further details as required.

Regards

Jane

Jane Simmons PSM | Deputy Director-General **Education Directorate** | ACT Government
T: +61 481057310 | E: jane.simmons@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Sunday, 3 April 2022 10:12 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Walker, Melanie <Melanie.Walker@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

Hi Jane and team

Thank you so much for the update.

I had a few questions:

- How old/what year are [REDACTED] in?
- Has the police involvement in the incident on Thurs 24 ceased? Will any charges be laid?
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Happy to discuss at the Monday morning briefing, if that suits.

Thank you

Bec

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Sunday, 3 April 2022 2:54 PM

To: Walker, Melanie <Melanie.Walker@act.gov.au>; Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>

Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>

Subject: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Hi Mel and Bec

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During the days and last week, following the Calwell High School Incident on the 24th March, Directorate staff and the acting Principal have regularly followed up on the wellbeing of staff and students involved in the incident.

To give you some visibility of the follow up, please see the details below including follow up with staff that has occurred this weekend.

- The [REDACTED] will remain on leave until stand down. The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation [REDACTED]. Sue has confirmed with [REDACTED] that [REDACTED] will continue to take this coming week off, [REDACTED]. The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace when school resumes for Term 2.
- The Acting Principal, Natalie Dickie reports that [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED] The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED]
- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED] mother [REDACTED]
- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return [REDACTED] [REDACTED] has returned to school as scheduled [REDACTED]

Further, on Friday 1 April, [REDACTED] about the improvement notice around the fire equipment. [REDACTED] was supported by Acting Principal to go home during the day [REDACTED] was also one of the staff members

interviewed by Worksafe on the Thursday.

Please feel free to contact me if you have any further questions

Regards

Jane

Jane Simmons PSM | Deputy Director-General **Education Directorate** | ACT Government

T: +61 481057310 | E: jane.simmons@act.gov.au

GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

Young, Brioni

From: Taylor, Sharon
Sent: Monday, 4 April 2022 8:21 AM
To: Allen, Tracey
Subject: RE: Contact at Calwell High

OFFICIAL

As soon as I know anything I will let everyone know

Sharon

From: Allen, Tracey <Tracey.Allen@act.gov.au>
Sent: Monday, 4 April 2022 8:20 AM
To: Taylor, Sharon <Sharon.Taylor@act.gov.au>; Harwood, Daniel <Daniel.Harwood@act.gov.au>
Subject: RE: Contact at Calwell High

OFFICIAL

Just before I [REDACTED] can you please ensure you let me know who you contact will be at Calwell High. Also please Cc EBM Governance and Kristen.

From: Allen, Tracey
Sent: Friday, 1 April 2022 4:59 PM
To: Taylor, Sharon <Sharon.Taylor@act.gov.au>; Harwood, Daniel <Daniel.Harwood@act.gov.au>
Subject: Contact at Calwell High
Importance: High

OFFICIAL

Hey
Before you step foot onto Calwell High, can you please determine who your contact will be at Calwell High, and who will you be meeting on site. If you are unable to determine this, please chase up with Sophie or go through Kristen who will chat with Andrew or Sue Norton.

I just want to remind you both please do not get into any confrontation with any of the teachers or staff at Calwell. If it becomes too much, please leave the premises. Also don't forget to take your ID and WWVP card, as well as a mask.

Cheers

Tracey Allen-Branks ESM | Senior Director Risk, Security and Emergency Management
Phone: via Teams 620 77007; | Email: tracey.allen@act.gov.au | EDUSecurityandEmergency@act.gov.au
Governance & Community Liaison Branch | Education Directorate
GPO Box 158 Canberra 2601 CANBERRA ACT 2601

From: [Seton Sam](#)
 To: [Huxley Mark](#)
 Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
 Date: Monday, 4 April 2022 8:51:00 AM
 Attachments: [CalwellHS 0211 2022.docx](#)
[img001.png](#)

OFFICIAL Sensitive

Hi
 The [redacted] identified students do not access any programs from the records I can see. [redacted]

Kind regards
 Sam Seton | Executive Branch Manager
 Phone 02 62057190 | sam.seton@act.gov.au
 Student Engagement
 Education Directorate| ACT Government
 GPO Box 158 Canberra ACT 2601| www.act.gov.au



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From: Huxley Mark <Mark.Huxley@act.gov.au>
 Sent: Monday 4 April 2022 8:41 AM
 To: Seton Sam <Sam.Seton@act.gov.au>
 Subject: Re: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
 Thanks Sam, Can you let me know which kids are in flex ed at school and or small group as well.
 Thanks
 Mark
 Get [Outlook for Android](#)

From: Seton Sam <Sam.Seton@act.gov.au>
 Sent: Monday April 4, 2022 8:30:53 AM
 To: Huxley Mark <Mark.Huxley@act.gov.au>; Ackland Daniel <Daniel.Ackland@act.gov.au>
 Cc: Simmons Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; Clinch Jolene <Jolene.Clinch@act.gov.au>; Watson Sarah <Sarah.Watson@act.gov.au>; Norton Sue <Sue.Norton@act.gov.au>
 Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

OFFICIAL Sensitive

Hi Mark
 SAS data indicates the below

Student First Name	Major Negative	Minor Negative	Positive Incidents	(blank)	Grand Total
[redacted]					48
[redacted]			2		23
[redacted]					10
(blank)					
Grand Total	51	28	2		81

Student First Name	Abusive Language	Bullying	Defiance	Disruption	Fractional Truancy	Harassment	Inappropriate Language	Mild Disruption	Non-Compliance	Physical Aggression	Property Damage	Property Misuse	Serious Threatening Behaviour	Truancy & Absconding	(blank)	Grand Total
[redacted]																48
[redacted]																21
[redacted]																10
Grand Total	1	4	5	4	9	9	1	3	9	8	4	2	6	14		79

There are 7 incidents in which [redacted] students were involved as below



Riskman reports 2022



Please let me know what else you need.
 Kind regards
 Sam Seton | Executive Branch Manager
 Phone 02 62057190 | sam.seton@act.gov.au
 Student Engagement
 Education Directorate| ACT Government
 GPO Box 158 Canberra ACT 2601| www.act.gov.au



The Education Directorate acknowledges the Ngunawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Huxley Mark <Mark.Huxley@act.gov.au>
 Sent: Monday 4 April 2022 6:39 AM
 To: Seton Sam <Sam.Seton@act.gov.au>; Ackland Daniel <Daniel.Ackland@act.gov.au>
 Cc: Simmons Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; Clinch Jolene <Jolene.Clinch@act.gov.au>; Watson Sarah <Sarah.Watson@act.gov.au>; Norton Sue <Sue.Norton@act.gov.au>
 Subject: RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022

Importance: High
 Hi Sam and Daniel
 Urgent request for additional information from MO for caveat today

- How old/what year are [redacted] in?
 [redacted]
- Has the police involvement in the incident on Thurs 24 ceased? Will any charges be laid?
 - Mark H will confirm with school latest status this morning
- Can we please receive a caveat brief detailing any other incidents with the three students in the lead-up to Thurs 24 and actions taken by the school/directorate?
 Sam – Can you please get the team to - Collate SAS and Riskman reports relating to each individual student and identify any incidents involving two or more of the students. We will then get the school to cross check against actions taken and confirm. (Can we get headline numbers eg x major and x minor incidents and Riskmans) ahead of MINSET with further details to follow.
- Similarly can we please be briefed on any info EDU has (riskmans etc) that might corroborate what was described in the worksafe notice as 'a growing number of student mobs forming'?
 Sam and Daniel – Can you please crosscheck all Riskman records for this.

Thanks
 Mark

From: Simmons Jane <Jane.Simmons@act.gov.au>
 Sent: Sunday 3 April 2022 10:38 PM
 To: Huxley Mark <Mark.Huxley@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; Clinch Jolene <Jolene.Clinch@act.gov.au>
 Subject: Fwd: Update on staff and students re incident at Calwell High School Incident- 24 March 2022
 See below for immediate action in the morning
 Jane
 Get [Outlook for iOS](#)

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Sunday, April 3, 2022, 10:12 pm
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Walker, Melanie <Melanie.Walker@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: RE: Update on staff and students re incident at Calwell High School incident- 24 March 2022
 Hi Jane and team
 Thank you so much for the update.
 I had a few questions

- How old/what year are [redacted] in?
- Has the police involvement in the incident on Thurs 24 ceased? Will any charges be laid?
- Can we please receive a caveat brief detailing any other incidents with the [redacted] students in the lead-up to Thurs 24 and actions taken by the school/directorate? Similarly, can we please be briefed on any info EDU has (riskmans etc) that might corroborate what was described in the worksafe notice as 'a growing number of student mobs forming'?

Happy to discuss at the Monday morning briefing if that suits.
 Thank you
 Bec

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Sunday, 3 April 2022, 2:54 PM
To: Walker, Melanie <Melanie.Walker@act.gov.au>; Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: Update on staff and students re incident at Calwell High School incident- 24 March 2022

OFFICIAL - Sensitive

Hi Mel and Bec

I thought it might be useful for you to have some more detailed information in relation to the follow up of students and staff at Calwell who were involved in the 24 March incident. During the days and last week following the Calwell High School incident on the 24th March, Directorate staff and the acting Principal have regularly followed up on the wellbeing of staff and students involved in the incident. To give you some visibility of the follow up, please see the details below including follow up with staff that has occurred this weekend.

- [redacted] The DSI has been in regular contact with [redacted] over the course of last week. Over the weekend the DSI followed up with [redacted] again to update [redacted] on the current situation. [redacted] Sue has confirmed with [redacted] The DSI will continue follow up on [redacted] wellbeing over the coming days and monitor and plan for [redacted] return to the workplace.
- The Acting Principal, Natalie Dickie reports that [redacted] returned to school the day after incident, Friday 25 March. It is confirmed that [redacted] been attending the workplace every day treatment for [redacted]. The Acting Principal is continuing to monitor and support [redacted] in the workplace. The Directorate's HR team have also been in contact with [redacted] over the last week to provide support and undertake a wellbeing check [redacted]. The Acting Principal has also followed up with [redacted] over the weekend and EAPs continues to be made available for [redacted] and other staff at the school.
- Student [redacted] has not returned to school [redacted] the school is supporting the family to plan for [redacted] safe return to school.
- Student [redacted] is still serving 15 day suspension – the acting Principal has contacted [redacted] in regards to [redacted] all are okay [redacted]
- [redacted] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [redacted] return [redacted] [redacted] has returned to school as scheduled and the Acting Principal advises [redacted] is settled and doing OK.

Further, on Friday 1 April [redacted] supported by Acting Principal to go home during the day [redacted]

Please feel free to contact me if you have any further questions
 Regards
 Jane

Jane Simmons PSM | Deputy Director-General, Education Directorate | ACT Government
 T +61 481057310 | E jane.simmons@act.gov.au
 GPO Box 158 Canberra ACT 2601 | www.education.act.gov.au

From: [EDU, EBM P&P](#)
To: [Ackland, Daniel](#)
Subject: RE: Calwell High
Date: Monday, 4 April 2022 9:21:00 AM

OFFICIAL

Will do – I'll forward the below on to them now

Molly McKay | Executive Officer to Daniel Ackland, Executive Branch Manager People and Performance

Phone: 02 6207 2736 | Email: molly.mckay@act.gov.au

People and Performance Branch | Education Directorate | ACT Government

51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601

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From: Ackland, Daniel <Daniel.Ackland@act.gov.au>

Sent: Monday, 4 April 2022 9:20 AM

To: EDU, EBM P&P <ebmpp.edu@act.gov.au>

Subject: RE: Calwell High

OFFICIAL

Whilst we are still waiting to finalise comms/governance for Calwell High, can you cc DDGO and EGMSIO into any Calwell High related matters.

Daniel Ackland | Executive Branch Manager, People and Performance

Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au

People and Performance | Education | ACT Government

51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601

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From: EDU, EBM P&P <ebmpp.edu@act.gov.au>

Sent: Monday, 4 April 2022 9:08 AM

To: Ackland, Daniel <Daniel.Ackland@act.gov.au>

Subject: FW: Calwell High

OFFICIAL

FYI

Molly McKay | Executive Officer to Daniel Ackland, Executive Branch Manager People and Performance

Phone: 02 6207 2736 | Email: molly.mckay@act.gov.au

People and Performance Branch | Education Directorate | ACT Government

51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601

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From: Taylor, Sharon <Sharon.Taylor@act.gov.au>

Sent: Monday, 4 April 2022 9:07 AM

To: Laurent, Kristen <Kristen.Laurent@act.gov.au>; Allen, Tracey <Tracey.Allen@act.gov.au>; Harwood, Daniel <Daniel.Harwood@act.gov.au>

Cc: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>

Subject: Calwell High

OFFICIAL

Good Morning All

I have been advised by Stuart Hunter that “Ferst” will be conducting the fire mapping during the school holidays.

At this stage I have cancelled [REDACTED] and we will not need to attend Calwell High School today.

If you have any questions please let me know

Thank you

Sharon

Sharon Taylor

Security & Emergency Management Officer

Ph: 02 6205 9701 | e: sharon.taylor@act.gov.au | EDUSecurityandEmergency@act.gov.au

**Risk, Security and Emergency Management Section | Governance and Community Liaison Branch
Education Directorate | ACT Government**

Level 4, 220 London Cct, CANBERRA CITY ACT 2601 | GPO Box 158 CANBERRA ACT 2601

www.act.gov.au



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

From: [Ackland, Daniel](#)
To: [Matthews, David](#)
Subject: RE: MINSET dotties
Date: Monday, 4 April 2022 9:24:00 AM

OFFICIAL

Yeah I think these all look good. Only additional thought for your consideration:

I do think we need to address the application/operationalisation of the matrix with the regulator (this might be captured within dot points 1 and 2 though).

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 9:21 AM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: RE: MINSET dotties

OFFICIAL

Thoughts?

Addressing issues raised by the regulator

- Our goal this week is to satisfy the immediate requirements of the notices and requests for information issued by Worksafe and seek engagement on the specific concerns that have been identified
- Engage with Worksafe inspectors and identify the specific actions required to lift the notices in relation to return of years 7 & 8 as early as possible, and no later than the beginning of term 2
- Furnish evidence to address specific concerns
- Take immediate action to address the fire safety management issues and show compliance by the end of the week
- Seek legal advice as required and keep central agencies informed

Managing Industrial issues

- Our goal this week is to maintain an active dialogue with the AEU and CPSU on issues related to Calwell High with the aim of seeking cooperative resolution of outstanding concerns and preventing further industrial escalation
- Seek further feedback from the AEU and CPSU about any specific concerns and engage in dialogue as required – this includes the identification of any other sites of concern
- Furnish evidence to address specific concerns
- Reconfirm the application of the staffing shortage matrix
- Identify 'surge' and preventative strategies prior to term 2 and the return of all year

groups

- Seek legal advice as required and keep central agencies informed

From: Matthews, David
Sent: Monday, 4 April 2022 7:48 AM
To: Short, Paul <Paul.Short@act.gov.au>
Subject: RE: MINSET dotties

OFFICIAL

Perfect!

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Sunday, 3 April 2022 5:38 PM
To: Matthews, David <David.Matthews@act.gov.au>
Subject: MINSET dotties
Importance: High

OFFICIAL

Hi David – as requested by DG, some dotties below for MINSET.

Would appreciate your thoughts before sharing with the broader group. I think this accurately captures the task ahead.

Reputation management / public relations

- Our goal this week is to maintain confidence: Let the public know we take the accusations very seriously, are engaging with the regulator on the issues raised and supporting the school. It's a good school and a safe place to work.
- In doing so we will need to acknowledge the Worksafe report, own the feedback provided by our staff, and clearly articulate the steps we have taken, and will be taking, to support the school.
- EDU comms team will work with Minister's media adviser on proactive media management strategies, noting a CT journalist was aware late last week that Worksafe had attended the school, but has yet to ask any questions of EDU.
- It is likely the Worksafe Commissioner will be by media approached for interview/comment. EDU comms team to remain in contact with Worksafe comms team for early heads up.
- EDU will work closely with the school this week to determine if any further comms support is needed for staff and the school community.
- EDU MCR will work with the MO to prepare for Assembly Sittings this week, including monitoring and responding to issues raised in QT.

Cheers,
Paul

Paul Short

Executive Branch Manager, Communications, Engagement & Government Support

Education Directorate | ACT Government

Phone: 02 620 72809 | Mobile: 0408 368 746

www.education.act.gov.au

From: [Seton, Sam](#)
To: [Kaur, Tej](#); [Atkins, Jessie](#)
Subject: RE: Urgent in confidence
Date: Monday, 4 April 2022 9:40:00 AM
Attachments: [image001.png](#)

OFFICIAL: Sensitive - Legal Privilege

Thank you

Sam Seton | Executive Branch Manager
Phone 02 62057196 | sam.seton@act.gov.au
Student Engagement
Education Directorate | **ACT Government**
GPO Box 158 Canberra ACT 2601 | www.act.gov.au



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From: Kaur, Tej <Tej.Kaur@act.gov.au>
Sent: Monday, 4 April 2022 9:40 AM
To: Seton, Sam <Sam.Seton@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>
Subject: RE: Urgent in confidence

OFFICIAL: Sensitive - Legal Privilege

Hi Sam

Confirming that Stephen Henry is the school psy who will be at the school this morning.

Regards

Tej

From: Seton, Sam <Sam.Seton@act.gov.au>
Sent: Saturday, 2 April 2022 9:01 AM
To: Kaur, Tej <Tej.Kaur@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>
Subject: Urgent in confidence

OFFICIAL: Sensitive - Legal Privilege

Hi both

Sorry for the weekend email. We have a significant issue we are supporting Calwell High School with. I will provide you further details on Monday.

Tej – could you please check that we will have a school psych available onsite on Monday. I have also recommended we refer families/students, who aren't attending onsite, to telehealth.

Jessie – Once we have a timeline finalised we will need to complete a review with recommendations. May need to consider who would be part of the review and ensure we clearly communicate the work they will not be completing whilst this occurs.

Really appreciate the work completed to date – thank you!

Kind regards

Sam Seton | Executive Branch Manager
Phone 02 62057196 | sam.seton@act.gov.au
Student Engagement
Education Directorate | **ACT Government**
GPO Box 158 Canberra ACT 2601 | www.act.gov.au



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From: [Huxley, Mark](#)
To: [Simmons, Jane](#); [Matthews, David](#)
Cc: [Ackland, Daniel](#); [EDU, EGMBSG](#); [Seton, Sam](#)
Subject: RE: MINSET dotties
Date: Monday, 4 April 2022 10:00:13 AM

MINSET Dotties:

- School Supports and Operational Continuity: Goal - Undertake operations at the school this week in line with the Worksafe order and ensuring a focus on support for wellbeing of staff and students:
 - DSI is onsite Monday and a staff briefing will occur walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff.
 - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
 - EAP has been arranged to be onsite Monday to assist. This will be the previous provider who has been working with the school for continuity and familiarity.
 - Additional school psychologist supports will be available via telehealth support for students learning remotely.
 - Planned excursions to Birrigai for year 7 and 8 will continue. 50 students have left for Birrigai this morning.
 - The ESO teaching and learning team will assist with remote learning supports.
 - WorkSafe notice has been posted, board chair is being contacted this morning.

Regards

Mark

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Monday, 4 April 2022 9:55 AM
To: Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Subject: RE: MINSET dotties

Thanks David
Jane

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 9:52 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: RE: MINSET dotties

OFFICIAL

Addressing issues raised by the regulator

- Our goal this week is to satisfy the immediate requirements of the notices and requests for information issued by Worksafe and seek engagement on the specific concerns that have been identified
- Engage with Worksafe inspectors and identify the specific actions required to lift the notices in relation to return of years 7 & 8 as early as possible, and no later than the beginning of term 2
- Address the application/operationalisation of the matrix with the regulator
- Furnish evidence to address specific concerns
- Take immediate action to address the fire safety management issues and show compliance by the end of the week
- Seek legal advice as required and keep central agencies informed

Managing Industrial issues

- Our goal this week is to maintain an active dialogue with the AEU and CPSU on issues related to Calwell High with the aim of seeking cooperative resolution of outstanding concerns and preventing further industrial escalation
- Seek further feedback from the AEU and CPSU about any specific concerns and engage in dialogue as required – this includes the identification of any other sites of concern
- Furnish evidence to address specific concerns
- Reconfirm the application of the staffing shortage matrix
- Identify 'surge' and preventative strategies prior to term 2 and the return of all year groups
- Seek legal advice as required and keep central agencies informed

Reputation management / public relations

- Our goal this week is to maintain confidence: Let the public know we take the accusations very seriously, are engaging with the regulator on the issues raised and supporting the school. It's a good school and a safe place to work.
- In doing so we will need to acknowledge the Worksafe report, own the feedback provided by our staff, and clearly articulate the steps we have taken, and will be taking, to support the school.
- EDU comms team will work with Minister's media adviser on proactive media management strategies, noting a CT journalist was aware late last week that Worksafe had attended the school, but has yet to ask any questions of EDU.
- It is likely the Worksafe Commissioner will be by media approached for interview/comment. EDU comms team to remain in contact with Worksafe comms team for early heads up.
- EDU will work closely with the school this week to determine if any further comms support is needed for staff and the school community.
- EDU MCR will work with the MO to prepare for Assembly Sitings this week, including monitoring and responding to issues raised in QT.

From: Matthews, David
Sent: Monday, 4 April 2022 7:48 AM
To: Short, Paul <Paul.Short@act.gov.au>
Subject: RE: MINSET dotties

OFFICIAL

Perfect!

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Sunday, 3 April 2022 5:38 PM
To: Matthews, David <David.Matthews@act.gov.au>
Subject: MINSET dotties
Importance: High

OFFICIAL

Hi David – as requested by DG, some dotties below for MINSET.

Would appreciate your thoughts before sharing with the broader group. I think this accurately captures the task ahead.

Reputation management / public relations

- Our goal this week is to maintain confidence: Let the public know we take the accusations very seriously, are engaging with the regulator on the issues raised and supporting the school. It's a good school and a safe place to work.
- In doing so we will need to acknowledge the Worksafe report, own the feedback provided by our staff, and clearly articulate the steps we have taken, and will be taking, to support the school.
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- EDU will work closely with the school this week to determine if any further comms support is needed for staff and the school community.
- EDU MCR will work with the MO to prepare for Assembly Sittings this week, including monitoring and responding to issues raised in QT.

Cheers,
Paul

Paul Short

Executive Branch Manager, Communications, Engagement & Government Support

Education Directorate | ACT Government

Phone: 02 620 72809 | Mobile: 0408 368 746

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From: [Simmons, Jane](#)
To: [Huxley, Mark](#); [Matthews, David](#); [Haire, Katy](#); [Short, Paul](#); [Seton, Sam](#)
Cc: [Ackland, Daniel](#); [DDGEDUoffice](#); [DGEDUoffice](#); [Efthymiades, Deb](#)
Subject: RE: MINSET dotties
Date: Monday, 4 April 2022 10:11:44 AM

Hi Everyone

Dot points as discussed with input from all

School Supports and Operational Continuity: Mark

Undertake operations at the school this week in line with the Worksafe order and ensuring a focus on support for wellbeing of staff and students:

- DSI is onsite Monday and a staff briefing will occur walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff.
- An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
- Communication with the school community on Monday re remote learning for the week
- EAP has been arranged to be onsite Monday to assist. This will be the previous provider who has been working with the school for continuity and familiarity.
- Additional school psychologist supports will be available via telehealth support for students learning remotely.
- Planned excursions to Birrigai for year 7 and 8 will continue. 50 students have left for Birrigai this morning.
- The ESO teaching and learning team will assist with remote learning supports.
- WorkSafe notice has been posted, board chair is being contacted this morning.

Addressing issues raised by the regulator: David

- Our goal this week is to satisfy the immediate requirements of the notices and requests for information issued by Worksafe and seek engagement on the specific concerns that have been identified
- Engage with Worksafe inspectors and identify the specific actions required to lift the notices in relation to return of years 7 & 8 as early as possible, and no later than the beginning of term 2
- Address the application/operationalisation of the matrix with the regulator
- Furnish evidence to address specific concerns
- Take immediate action to address the fire safety management issues and show compliance by the end of the week
- Seek legal advice as required and keep central agencies informed

Managing Industrial issues: David

- Our goal this week is to maintain an active dialogue with the AEU and CPSU on issues related to Calwell High with the aim of seeking cooperative resolution of outstanding concerns and preventing further industrial escalation
- Seek further feedback from the AEU and CPSU about any specific concerns and engage in dialogue as required – this includes the identification of any other sites of concern
- Furnish evidence to address specific concerns
- Reconfirm the application of the staffing shortage matrix
- Identify 'surge' and preventative strategies prior to term 2 and the return of all year groups
- Seek legal advice as required and keep central agencies informed

Reputation management / public relations: Paul

- Our goal this week is to maintain confidence: Let the public know we take the accusations very seriously, are engaging with the regulator on the issues raised and supporting the school. It's a good school and a safe place to work.
- In doing so we will need to acknowledge the Worksafe report, own the feedback provided by our staff, and clearly articulate the steps we have taken, and will be taking, to support the school.
- EDU comms team will work with Minister's media adviser on proactive media management strategies, noting a CT journalist was aware late last week that Worksafe had attended the school, but has yet to ask any questions of EDU.
- It is likely the Worksafe Commissioner will be by media approached for interview/comment. EDU comms team to remain in contact with Worksafe comms team for early heads up.
- EDU will work closely with the school this week to determine if any further comms support is needed for staff and the school community.
- EDU MCR will work with the MO to prepare for Assembly Sittings this week, including monitoring and responding to issues raised in QT.

Regards

Jane

From: Matthews, David

Sent: Monday, 4 April 2022 11:04 AM

To: [REDACTED]@aeuact.org.au; Haire, Katy <Katy.Haire@act.gov.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; [REDACTED]
[REDACTED]@aeuact.org.au; [REDACTED]@aeuact.org.au; [REDACTED]
[REDACTED]@aeuact.org.au; Ackland, Daniel
<Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice
<DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

[REDACTED]
Please find attached the two Improvement Notices, as requested.

Please let me if you are available to meet to discuss over the next couple of days.

Regards

Dave Matthews

Executive Group Manager, Business Services Group

Education Directorate, ACT Government

Email: david.matthews@act.gov.au

From: [REDACTED]@aeuact.org.au>

Sent: Friday, 1 April 2022 7:00 PM

To: Haire, Katy <Katy.Haire@act.gov.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David
<David.Matthews@act.gov.au>; [REDACTED]@aeuact.org.au; [REDACTED]
[REDACTED]@aeuact.org.au; [REDACTED]
[REDACTED]@aeuact.org.au; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley,
Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul
<Paul.Short@act.gov.au>

Subject: Re: Work safety concerns at Calwell High School

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Katy.

We look forward to working through these matters with you next week.

It would also assist us greatly if the Directorate could provide the notices to us for our information.

Regards

[REDACTED]
Sent on the go with Vodafone

Get [Outlook for Android](#)

From: Pilicic, Courtney <Courtney.Pilicic@act.gov.au> on behalf of Haire, Katy
<Katy.Haire@act.gov.au>

Sent: Friday, 1 April 2022, 6:20 pm

To: [REDACTED] <[REDACTED]@aeuact.org.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED] <[REDACTED]@aeuact.org.au>; [REDACTED] <[REDACTED]@aeuact.org.au>; [REDACTED] <[REDACTED]@aeuact.org.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

Dear [REDACTED]

Thank you for your email and in particular acknowledging our ongoing commitment to maintaining the safety of our staff and students. I would specifically like to acknowledge your representations from the Calwell High School sub branch and the issues that have been raised. The Directorate has been engaging with the school leadership on these issues both prior and subsequent to your correspondence. We take these issues very seriously. As you are aware the Directorate has received notices from WorkSafe ACT regarding Calwell High School. I can assure you that the Directorate will meet its obligations under these notices and engage with WorkSafe ACT and the AEU as we work through the issues that have been raised. I can advise that a decision has been made for Years 7 and 8 students at Calwell High School to transition to remote learning for Week 10 of Term 1. In addition the Directorate will continue to engage with our people and provide staff with wellbeing supports during this challenging period. We would welcome ongoing dialogue with the AEU on these issues early next week and I would encourage you to make contact with David Matthews or Daniel Ackland should you wish to discuss these issues in the meantime.

[REDACTED]
[REDACTED]

The Directorate is committed to ongoing dialogue and action in conjunction with AEU on these important issues.

Best wishes

Katy

Katy Haire | Director-General **Education Directorate** | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

GPO Box 158 Canberra ACT 2601 | www.education.act.gov.au

From: [REDACTED] <[REDACTED]@aeuact.org.au>

Sent: Wednesday, 30 March 2022 7:25 PM

To: Haire, Katy <Katy.Haire@act.gov.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED] <[REDACTED]@aeuact.org.au>; [REDACTED] <[REDACTED]@aeuact.org.au>; [REDACTED] <[REDACTED]@aeuact.org.au>

Subject: Work safety concerns at Calwell High School

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Katy

Apologies for the late email. We would have followed up tomorrow by phone, [REDACTED] [REDACTED] have operational carriage of this matter for the AEU.

Yesterday afternoon our members at Calwell High School met to discuss the recent pressures that their school has been under. This included serious work safety concerns and ongoing staffing problems. At their meeting, they unanimously passed a motion that:

The Calwell High School sub-branch seeks the urgent assistance of Work Safe ACT and the AEU branch office to make our workplace safe.

The ACT Education Directorate has failed to maintain the staffing levels it promised to the school in June 2021, and the school is unable to secure relief teachers to cover ongoing absences.

Serious and recurring staff absences have resulted in the frequent collapsing of classes, and this is exacerbating serious instances of occupational violence and dramatically undermining the health and wellbeing of staff and students. Collapsed classes routinely breach enterprise agreement limits and with up to 60 students in a single class, the composition of students is not able to be controlled compounding the dangers and the risks.

The sub-branch notes that a staff member has been physically injured because of a recent occupational violence incident, and that the ongoing student defiance, violence and mobbing behaviours are contributing to staff feeling unsafe.

Calwell High School sub-branch is aware of the extensive teacher shortage across the ACT, and the staff shortage matrix which the Education Directorate is supposed to be using to make our workplaces safe. Calwell High School has been accessing the Level 3 measures in the matrix, but these have been unable to be delivered consistently. The school has not yet accessed the level 4 measures in the matrix (including school closure measures), and this is exposing staff and students to dangerous ongoing threats to their health and safety.

The sub-branch requests that the school's senior executive continue discussions with the Education Directorate to secure additional staff to resolve the current situation.

In accordance with the request of our members, today we have raised their concerns with Worksafe ACT. We have also advised our members to continue logging work safety concerns via Riskman and behaviour incidents via SAS. We have been provided with a number of reports made by our members over recent weeks that detail significant work safety concerns. We have not provided those reports because they will identify the members who made them.

Further, we note with disappointment that these staffing concerns have re-emerged after we resolved a formal dispute about staffing and teaching hours under the dispute resolution provisions of the Teaching Staff Enterprise Agreement in July 2021. Our members now report that the measures we agreed to in resolution of that dispute have not been honoured by their employer. While we will investigate and consider how best to approach the industrial concerns raised by this situation, our most immediate concern and highest priority is the safety of staff and students at the school.

While the sub-branch has not directly asked us to raise these matters with the Education Directorate, we know that you are committed to ensuring the safety of staff and students in our schools and request your assistance in ensuring that the situation at Calwell is made safe. We note that the ACT Government has committed, through the Teaching Staff Enterprise Agreement, to ensure that the highest levels of health and safety are maintained for all employees. We want to work with the Education Directorate to ensure that this is the case for all AEU members in ACT Public Schools.

We seek your assistance to resolve the work safety concerns of AEU members at Calwell High School and to prevent similar work safety concerns from arising at other school sites.


Regards



Australian Education Union – ACT Branch

40 Brisbane Avenue, Barton ACT 2600

PO Box 3042, Manuka ACT 2603

Ph: (02) 6272 7900 | 



The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

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From: [Simmons, Jane](#)
To: [DDGEDUoffice](#)
Cc: [DDGEDUoffice](#); [Huxley, Mark](#); [Short, Paul](#); [Matthews, David](#); [Haire, Katy](#); [Ackland, Daniel](#); [Seton, Sam](#)
Subject: RE: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes
Date: Monday, 4 April 2022 11:23:05 AM
Attachments: [CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes.docx](#)

Hi Jolene

Some things needs to be updated here as per my comments

Everyone else please ignore the version sent through noting it was a cc only.

Jane

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 11:17 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Please find attached Caveat brief for Calwell High School WorkSafe visit on 1 April 2022, for your approval.

Thank you
Jolene

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Monday, 4 April 2022 11:09 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSIoffice <EGMSIoffice@act.gov.au>
Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

Hi Jane,

Police involvement in first section (in line with recent requests from Bec).

Attachments referenced now in next steps (under regulator workstream).

Jolene – can you attach please.

Thanks

Mark

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Visit from WorkSafe at Calwell High School – Caveat 2
Date: 3 April 2022

Update on the background and context at Calwell HS and the work to respond to the recent orders placed on the site by WorkSafe ACT.

Update on Staff Wellbeing After the Incident

- [REDACTED]. The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation [REDACTED]. Sue has confirmed with [REDACTED]. The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace [REDACTED].
- The Acting Principal, Natalie Dickie reports that [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day and continues to have treatment for [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED]. The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED] the school is supporting the family to plan for [REDACTED] safe return to school.
- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED] all are okay [REDACTED].
- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return [REDACTED] has returned to school as scheduled and the Acting Principal advises [REDACTED] is settled and doing OK.

Further, on Friday 1 April, [REDACTED] [REDACTED] was supported by Acting Principal to go home during the day [REDACTED].

ACT Policing responded to the initial incident and have confirmed they do not intend to take further action on the matter.

School Background

- A new Principal (Ms Megan Altenburg) was appointed and commenced at Calwell HS in term 4, 2019.
- At the time Calwell HS had relatively low school climate and performance data compared to similar schools in the ACT.
- Rickman and incident reporting data identified significant physical incidents across the school week, with high levels of parent complaints.
- There were limited processes and structures in place to manage behaviour, suspensions and provide wrap around service when students returned to school. This led to unpredictable consequences for students and families.

Support Needs

- A support plan was developed in early 2020 to assist the school with targeted supports from across the Directorate. The key themes identified for a support plan were:
 - Declining school satisfaction data
 - New leadership team at the school
 - Staffing risk due to serious incidents and impact on staff wellbeing
 - Lack of casual contract staff to work in a highly complex environment
 - Increase in high-risk serious incidents

Supports Provided

- The major supports and resources provided to the school since 2020 include:
 - Additional Deputy Principal to focus on student behaviour management, wellbeing and PBL.
 - PBL uplift – coach deployed to support the school
 - Redesign of Flex Education model to ensure targeted supports based on student need.
 - HR support to prioritise the recruitment for the school and have full staffing profile for 2022 and also prioritise the schools access to the central casual relief pool.
 - ICW redesign and upgrade of student services, flex ed space, front office, sick bay and small group program to support student and staff safety and wellbeing.
 - Redesign of the Student Services model with two identified SLCs.
 - Customised EAP and staff wellbeing program to support staff at the school.

Outcomes to date:

- There have been a range of improvements observed at the school since 2020:
 - Enrolments at the school have increased over the past three years from 380 in 2019 to 420 in 2022.
 - NAPLAN growth across Reading, Writing and Numeracy – 2019-2021
 - School Satisfaction data in regard to school leadership indicates results the same as similar school types.
 - Fewer whole school lockdowns resulting from student behaviour concerns.
 - Effective case management of Tier 3 students supporting students and families
 - Flex Education model uplift provides student access at universal and targeted levels.
 - Staffing has remained stable in late 2021/22.

- Processes and structures to respond to student behaviour has been established. Consistent effectiveness and application is to be explored further.
- Levels of intervention and supports for teachers to respond to student behaviour is now in place.
- Whilst improvements are welcomed, significant incidents involving violence to staff and students are unacceptable and further work is required.

Police?

Areas for further work:

- Student behaviour management, PBL implementation and student engagement in learning remain the major priority and focus for the school.
- Although there have been improvements in case management and processes in the school over the last year, serious incidents do still occur. This is unacceptable and further work is required and further analysis of data is occurring to support this.
- Whilst the pattern of progress has generally been upward since 2020, there has been an increase this term in negative incidents at the school. Further analysis is required to determine the cause and next steps.
- PBL implementation at the school has been disrupted by COVID and will need to be a major renewed focus for the school moving forward.
- Enhancing PBL implementation and further strengthening of behaviour supports will be a key to addressing the source of staff wellbeing concerns on site due to the history of prior events at the school and prolonged staff involvement in these issues over time
- School climate data indicates opportunities for significant improvement in student wellbeing and engagement and will be monitored closely.

School Staffing:

- Concerns were raised both by the AEU and WorkSafe relating to the staffing levels and excess work being undertaken by staff at the site this year.
- The school was prioritized in the transfer and recruitment process as a result of both the identified needs in the support plan, as well as previous engagement with the AEU and local school sub branch. It commenced the 2022 school year fully staffed.
- Analysis from the school staffing data has been undertaken over the last two days.
- In relation to teachers working excessive face to face hours early analysis indicates:
 - Calwell HS is currently operating at a FTE base of 36, made up of 41 total teaching staff.
 - Of the 41 total teaching staff CHS employs, [REDACTED] a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
 - [REDACTED] has exceeded the cumulative total face-to-face teaching hours by [REDACTED].
 - Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.
 - Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.
- In relation to the staffing COVID matrix for schools in 2022:
 - Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
 - Of the 15 days it was level 2 it received central relief staff on 14 occasions.
- In relation to class sizes:
 - Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
 - Of these, three were on days identified as level 2

- Two of these days CHS received central relief staff.
- The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March. This was a result of staff absences at short notice without the time to source additional supports.
- As per the agreed COVID-19 Planning for staff shortages matrix, the Directorate and the AEU have agreed the Policy can be adjusted in line with the exceptional circumstances outlined in the matrix.

Next Steps

A Directorate coordination team has been established to respond to the events at Calwell HS. It will oversee the following four streams of work:

- School Supports and Operational Continuity: Undertake operations at the school this week in line with the Worksafe order and ensuring a focus on support for wellbeing of staff and students:
 - DSI is onsite Monday and a staff briefing has occurred, walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff. The DSI will be on site all week.
 - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
 - EAP has been arranged to be onsite Monday to assist. This will be the previous provider who has been working with the school for continuity and familiarity. This will be extended if required to ensure all staff have access to EAPs
 - Additional school psychologist supports will be available via telehealth support for students learning remotely.
 - Planned excursions to Birrigai for year 7 and 8 will continue.
 - The ESO teaching and learning team will assist with remote learning supports.
- Response to the Regulator - Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way.
- Industrial Engagement – Liaison and engagement with the AEU and CPSU both at the local sub branch level through to the ACT executive.
- Communications and Management – Coordinate the communications material and messaging to support the school, school community and ensure your office is across the key information throughout the response.
- Once the initial wellbeing of staff and students and operational continuity of learning is in place, a review of the school will be undertaken to inform the updating of the Support Plan. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.
 - The delivery model and supports for the small group programs at the site.
 - An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
 - An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name:

04 April 2022

From: [Simmons, Jane](#)
To: [Ackland, Daniel](#); [Huxley, Mark](#); [Matthews, David](#); [Seton, Sam](#); [Short, Paul](#)
Cc: [Haire, Katy](#)
Subject: RE: Wellbeing response: Calwell HS
Date: Monday, 4 April 2022 12:12:39 PM

Thanks Dan, that's helpful

Jane

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Monday, 4 April 2022 12:11 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>
Subject: FW: Wellbeing response: Calwell HS

OFFICIAL

Hi All,

Please see below

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Sent: Monday, 4 April 2022 12:06 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Moriarty, Megan <Megan.Moriarty@act.gov.au>
Subject: Wellbeing response: Calwell HS

OFFICIAL

Hi Daniel,

Please see below the Wellbeing response provided as a result of the incident at Calwell HS on Thursday 24 March 2022.

EAP was arranged for Monday 28 March 2022 for 7—10 staff to engage in 1-1 sessions. A post incident support plan was requested 24 March 2022 and we await the report for a high level understanding of the session content and suggestions around support mechanisms for staff moving forward.

EAP in on-site again today, Monday 4 April 2022.

A total of 10 reports were submitted relating to the incident. On the day of the incident 6 Riskman's were submitted, 3 were reported the day after and 1 was reported 4 days post incident. All reports but 3 were rated as Medium risk, according to the reported impact which was psychological with no time lost as a result of the incident. 2 reports were triaged as High due to the severity of their injuries and time lost and 1 was reported as low due to their reported impact and no time lost.

Below is a list of staff who were impacted by the incident and reported on the day of the incident or thereafter, corresponding support provided to them by the Wellbeing team is also noted:

Name and role	Incident report date (noting reports on 24/3/2022 were lodged on or around 5.30pm)	Triage risk rating	Wellbeing response
[REDACTED]	28 March 2022	High	Justine Fisher conducted a check in immediately on 24 March 2022, and again on 25 March 2022. It is understood that [REDACTED] as a result of this incident.
[REDACTED]	24 March 2022 (x2 reports)	Medium	Jemma Dalley conducted a wellbeing check via phone in on Friday, 25 March 2022. Initially a voicemail was left for [REDACTED] but the call was later returned. [REDACTED]. It was communicated that EAP would be onsite on Monday, and it was confirmed by [REDACTED] that this support would be welcome. Existing supports and debriefing within the school had occurred and was well received. Jemma scheduled further support discussions for the following week, which was rescheduled due to availability of [REDACTED].
[REDACTED]	24 March 2022	Medium	Neale Roberts conducted a wellbeing check via phone on Friday, 25 March 2022. [REDACTED] was calm and clear in describing [REDACTED] involvement. [REDACTED]

			<p>[REDACTED] [REDACTED]. Neale spent some time on the phone with [REDACTED] [REDACTED] [REDACTED] [REDACTED].</p>
[REDACTED] [REDACTED]	25 March 2022	Medium	Neale Roberts conducted a wellbeing check via phone on Friday, 25 March 2022. [REDACTED] calm and concise although had been through a difficult experience. Looking forward to the weekend.
[REDACTED]	25 March 2022	Medium	Neale Roberts attempted a wellbeing check via phone on Friday, 25 March 2022, voicemail was left at 4.52pm.
[REDACTED]	24 March 2022	Medium	Jemma Dalley conducted a wellbeing check in via phone on Friday, 25 March 2022, there was no answer and a voicemail was left.
[REDACTED]	24 March 2022	Medium	Jemma Dalley conducted a wellbeing check in via phone on Friday, 25 March 2022, initially a voicemail was left, but [REDACTED] returned the call. [REDACTED] presented well, and confirmed that the debrief conducted earlier that day was very good and well received. [REDACTED] [REDACTED]. Onsite EAP support on Monday was advised and offered.
[REDACTED]	25 March 2022	High	Neale Roberts conducted a wellbeing check via phone on Friday, 25 March 2022. [REDACTED] [REDACTED]. Neale checked with [REDACTED] around [REDACTED] mental health and safety. [REDACTED] asked if [REDACTED] had checked in with the [REDACTED] as [REDACTED] was at school. [REDACTED] [REDACTED] [REDACTED] [REDACTED]. Neale pressed [REDACTED] about [REDACTED] injuries and what [REDACTED] may need. EIP etc. [REDACTED] to [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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From: [Simmons, Jane](#)
To: [DDGEDUoffice](#)
Cc: [Doherty, Sarah](#); [Clinch, Jolene](#)
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes
Date: Monday, 4 April 2022 12:35:24 PM
Attachments: [Improvement Notice N-000003585.pdf](#)
[REC22_38628 Improvement Notice N-000003585.PDF](#)
[CAVEAT BRIEF 2 Calwell High School WorkSafe Vist DDG approved.docx](#)

Hi

Can we please put this into TRIM and progress to the MO as per normal processes.

Drop copies as agreed.

Also these two attachments are the same document. Sarah can you sort that for me please – call if you need

Jane

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 12:29 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Updated as per discussion, for your approval please.

Thank you

Jolene

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 12:13 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 11:51 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Updated for your review. I understand that these docs are going to the MO with the alleged OV incident caveat brief attached for context?

Thank you

Jolene

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 11:17 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>

Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Please find attached Caveat brief for Calwell High School WorkSafe visit on 1 April 2022, for your approval.

Thank you

Jolene

From: Huxley, Mark <Mark.Huxley@act.gov.au>

Sent: Monday, 4 April 2022 11:09 AM

To: Simmons, Jane <Jane.Simmons@act.gov.au>

Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>

Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

Hi Jane,

Police involvement in first section (in line with recent requests from Bec).

Attachments referenced now in next steps (under regulator workstream).

Jolene – can you attach please.

Thanks

Mark

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Visit from WorkSafe at Calwell High School – Caveat 2
Date: 4 April 2022

Update on the background and context at Calwell HS and the work to respond to the recent orders placed on the site by WorkSafe ACT.

Issue

- 24th March 2022 an incident in relation to student related violence and injury to staff and students occurred. A previous Caveat brief was provided to your office with details of that incident (Refer to FILE22/3275)
- On 31 March 2022 WorkSafe ACT attended Calwell High School to undertake a workplace inspection in response to information received by WorkSafe regarding issues at the school relating to student incidents and staffing shortages.
- During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
- Improvement Notices were issued to the Directorate on both issues raised, as per attachments (Notice number N-0000003585) (Notice number N-0000003584).

Update on Staff and Student Wellbeing After the Incident

- [REDACTED] The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation and [REDACTED] indicated [REDACTED]. Sue has confirmed with [REDACTED]. The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace [REDACTED].
- The Acting Principal, Natalie Dickie reports [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day and continues to have treatment for [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED]. The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED] and the school is supporting the family to plan for [REDACTED] safe return [REDACTED].
- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED]. [REDACTED] all are okay, [REDACTED].

- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return [REDACTED]
[REDACTED] has returned to school as scheduled and the Acting Principal advises [REDACTED] is settled and doing OK.

Further, on Friday 1 April, [REDACTED] [REDACTED] was supported by Acting Principal to go home during the day [REDACTED].

ACT Policing responded to the initial incident and have confirmed they do not intend to take further action on the matter.

School Background

- A new Principal (Ms. Megan Altenburg) was appointed and commenced at Calwell HS in term 4, 2019.
- At the time Calwell HS had relatively low school climate and performance data compared to similar schools in the ACT.
- Rickman and incident reporting data identified significant physical incidents across the school week, with high levels of parent complaints.
- There were limited processes and structures in place to manage student behaviour, suspensions and provide wrap around service when students returned to school. This led to unpredictable consequences for students and families.

Support Needs Previously identified

- A support plan was developed in early 2020 to assist the school with targeted supports from across the Directorate. The key themes identified for a support plan were:
 - Declining school satisfaction data
 - New leadership team at the school
 - Staffing risk due to serious incidents and impact on staff wellbeing
 - Lack of casual contract staff to work in a highly complex environment
 - Increase in high-risk serious incidents

Supports Provided in support plan

- The major supports and resources provided to the school since 2020 include:
 - Additional Deputy Principal to focus on student behaviour management, wellbeing and PBL.
 - HR support to prioritise the recruitment for the school and have full staffing profile for 2022 and prioritise the schools access to the central casual relief pool.
 - PBL uplift – coach deployed to support the school
 - Redesign of Flex Education model to ensure targeted supports based on student need.
 - ICW redesign and upgrade of student services, flex ed space, front office, sick bay, and small group program to support student and staff safety and wellbeing.
 - Redesign of the Student Services model with two identified SLCs.
 - Customised EAP and staff wellbeing program to support staff at the school.

Outcomes to date:

- There have been a range of improvements observed at the school since 2020:

- Enrolments at the school have increased over the past three years from 380 in 2019 to 420 in 2022.
- NAPLAN growth across Reading, Writing and Numeracy – 2019-2021
- School Satisfaction data in regard to school leadership indicates results the same as similar school types.
- Fewer whole school lockdowns resulting from student behaviour concerns.
- Effective case management of Tier 3 students supporting students and families
- Flex Education model uplift provides student access at universal and targeted levels.
- Staffing has remained stable in late 2021/22.
- Processes and structures to respond to student behaviour has been established. Consistent effectiveness and application is to be explored further.
- Levels of intervention and supports for teachers to respond to student behaviour is now in place.
- Whilst improvements are evident, any incidents involving violence to staff and students are unacceptable and further work is required.

Areas for further work:

- Student behaviour management, PBL implementation and student engagement in learning remain the major priority and focus for the school.
- Whilst the pattern of progress on the support plan has generally been upward since 2020, there has been an increase this term in negative incidents at the school, and events such as the one occurred on the 24th of March are unacceptable. Further analysis is required to determine the cause and next steps.
- PBL implementation at the school has been disrupted by COVID and will need to be a major renewed focus for the school moving forward.
- Enhancing PBL implementation and further strengthening of behaviour supports will be a key to addressing the source of staff wellbeing concerns on site due to the history of prior events at the school and prolonged staff involvement in these issues over time
- School climate data indicates opportunities for significant improvement in student wellbeing and engagement and will be monitored closely.

School Staffing:

- Concerns were raised both by the AEU and WorkSafe relating to the staffing levels and excess work being undertaken by staff at the site this year.
- The school was prioritised in the transfer and recruitment process as a result of both the identified needs in the support plan, as well as previous engagement with the AEU and local school sub-branch. It commenced the 2022 school year fully staffed.
- Analysis from the school staffing data has been undertaken over the last two days.
- In relation to teachers working excessive face to face hours early analysis indicates:
 - Calwell HS is currently operating at a FTE base of 36, made up of 41 total teaching staff.
 - Of the 41 total teaching staff CHS employs, [REDACTED] a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
 - [REDACTED] has exceeded the cumulative total face-to-face teaching hours by [REDACTED].
 - Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.
 - Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.
- In relation to the staffing COVID matrix for schools in 2022:

- Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
- Of the 15 days it was level 2 it received central relief staff on 14 occasions.
- In relation to class sizes:
 - Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
 - Of these, three were on days identified as level 2
 - Two of these days CHS received central relief staff.
 - The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March. This was a result of staff absences at short notice without the time to source additional supports.
 - As per the agreed COVID-19 Planning for staff shortages matrix, the Directorate and the AEU have agreed the Policy can be adjusted in line with the exceptional circumstances outlined in the matrix.

Next Steps

A Directorate coordination team has been established to respond to the events at Calwell HS. It will oversee the following four streams of work:

- **School Supports and Operational Continuity:** Undertake operations at the school this week in line with the WorkSafe order and ensuring a focus on support for wellbeing of staff and students:
 - DSI is onsite Monday and a staff briefing has occurred, walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff. The DSI will be on site all week.
 - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
 - EAP has been arranged to be onsite Monday to assist. This will be the previous provider who has been working with the school for continuity and familiarity. This will be extended if required to ensure all staff have access to EAPs
 - Additional school psychologist supports will be available via telehealth support for students learning remotely.
 - Planned excursions to Birrigai for year 7 and 8 will continue.
 - The ESO teaching and learning team will assist with remote learning supports.
- **Response to the Regulator** - Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way. The notices from WorkSafe ACT are attached for your consideration. (Attachment A and B)
- **Industrial Engagement** – Liaison and engagement with the AEU and CPSU both at the local sub-branch level through to the ACT executive.
- **Communications and Management** – Coordinate the communications material and messaging to support the school, school community and ensure your office is across the key information throughout the response.
- Once supports for the wellbeing of staff and students and operational continuity of learning is in place, a review of the school will be undertaken to inform the updating of the Support Plan. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.

- The delivery model and supports for the small group programs at the site.
- An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
- An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name: Mark Huxley

04 April 2022

From: [Simmons, Jane](#)
To: [DGEDUoffice](#)
Subject: FW: Work safety concerns at Calwell High School
Date: Monday, 4 April 2022 12:36:48 PM
Attachments: [REC22_38626 Prohibition Notice N-0000003584.PDF](#)
[image001.png](#)

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 11:24 AM
To: [REDACTED] Haire, Katy <Katy.Haire@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; [REDACTED]
[REDACTED]
[REDACTED] Ackland, Daniel
<Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice
<DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

Sorry [REDACTED]
Regards
Dave Matthews

From: [REDACTED]
Sent: Monday, 4 April 2022 11:13 AM
To: Matthews, David <[David.Matthews@act.gov.au](#)>; Haire, Katy <[Katy.Haire@act.gov.au](#)>
Cc: Simmons, Jane <[Jane.Simmons@act.gov.au](#)>; [REDACTED]
[REDACTED]
[REDACTED] Ackland, Daniel
<[Daniel.Ackland@act.gov.au](#)>; Huxley, Mark <[Mark.Huxley@act.gov.au](#)>; DGEDUoffice
<[DGEDUoffice@act.gov.au](#)>; Short, Paul <[Paul.Short@act.gov.au](#)>
Subject: RE: Work safety concerns at Calwell High School

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi David
Thanks for this. You appear to have sent through the same notice twice. Is there a second notice, or just one?
Regards

Australian Education Union – ACT Branch
40 Brisbane Avenue, Barton ACT 2600
PO Box 3042, Manuka ACT 2603
Ph: (02) 6272 7900 | Mob: [REDACTED]



The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

From: Matthews, David <[David.Matthews@act.gov.au](#)>
Sent: Monday, 4 April 2022 11:04 AM
To: [REDACTED]; Haire, Katy <[Katy.Haire@act.gov.au](#)>
Cc: Simmons, Jane <[Jane.Simmons@act.gov.au](#)>; [REDACTED]

[REDACTED]
Ackland, Daniel

<Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

[REDACTED]
Please find attached the two Improvement Notices, as requested.

Please let me if you are available to meet to discuss over the next couple of days.

Regards

Dave Matthews

Executive Group Manager, Business Services Group

Education Directorate, ACT Government

Email: david.matthews@act.gov.au

From: [REDACTED]

Sent: Friday, 1 April 2022 7:00 PM

To: Haire, Katy <Katy.Haire@act.gov.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David

<David.Matthews@act.gov.au>; [REDACTED]

[REDACTED]
Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: Re: Work safety concerns at Calwell High School

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Katy.

We look forward to working through these matters with you next week.

It would also assist us greatly if the Directorate could provide the notices to us for our information.

Regards

[REDACTED]
Sent on the go with Vodafone

Get [Outlook for Android](#)

From: Pilicic, Courtney <Courtney.Pilicic@act.gov.au> on behalf of Haire, Katy <Katy.Haire@act.gov.au>

Sent: Friday, 1 April 2022, 6:20 pm

To: [REDACTED]

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David

<David.Matthews@act.gov.au>; [REDACTED]

[REDACTED]
Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

Dear [REDACTED]

Thank you for your email and in particular acknowledging our ongoing commitment to

maintaining the safety of our staff and students. I would specifically like to acknowledge your representations from the Calwell High School sub branch and the issues that have been raised. The Directorate has been engaging with the school leadership on these issues both prior and subsequent to your correspondence. We take these issues very seriously. As you are aware the Directorate has received notices from WorkSafe ACT regarding Calwell High School. I can assure you that the Directorate will meet its obligations under these notices and engage with WorkSafe ACT and the AEU as we work through the issues that have been raised. I can advise that a decision has been made for Years 7 and 8 students at Calwell High School to transition to remote learning for Week 10 of Term 1. In addition the Directorate will continue to engage with our people and provide staff with wellbeing supports during this challenging period. We would welcome ongoing dialogue with the AEU on these issues early next week and I would encourage you to make contact with David Matthews or Daniel Ackland should you wish to discuss these issues in the meantime.

The Directorate is committed to ongoing dialogue and action in conjunction with AEU on these important issues.

Best wishes

Katy

Katy Haire | Director-General **Education Directorate** | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

GPO Box 158 Canberra ACT 2601 | www.education.act.gov.au

From: [REDACTED]

Sent: Wednesday, 30 March 2022 7:25 PM

To: Haire, Katy <Katy.Haire@act.gov.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED]

Subject: Work safety concerns at Calwell High School

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Katy

Apologies for the late email. We would have followed up tomorrow by phone, [REDACTED] have operational carriage of this matter for the AEU.

Yesterday afternoon our members at Calwell High School met to discuss the recent pressures that their school has been under. This included serious work safety concerns and ongoing staffing problems. At their meeting, they unanimously passed a motion that:

The Calwell High School sub-branch seeks the urgent assistance of Work Safe ACT and the AEU branch office to make our workplace safe.

The ACT Education Directorate has failed to maintain the staffing levels it promised to the school in June 2021, and the school is unable to secure relief teachers to cover ongoing absences.

Serious and recurring staff absences have resulted in the frequent collapsing of classes, and this is exacerbating serious instances of occupational violence and dramatically undermining the health and wellbeing of staff and students. Collapsed classes routinely breach enterprise agreement limits and with up to 60 students in a single class, the

composition of students is not able to be controlled compounding the dangers and the risks.

The sub-branch notes that a staff member has been physically injured because of a recent occupational violence incident, and that the ongoing student defiance, violence and mobbing behaviours are contributing to staff feeling unsafe.

Calwell High School sub-branch is aware of the extensive teacher shortage across the ACT, and the staff shortage matrix which the Education Directorate is supposed to be using to make our workplaces safe. Calwell High School has been accessing the Level 3 measures in the matrix, but these have been unable to be delivered consistently. The school has not yet accessed the level 4 measures in the matrix (including school closure measures), and this is exposing staff and students to dangerous ongoing threats to their health and safety.

The sub-branch requests that the school's senior executive continue discussions with the Education Directorate to secure additional staff to resolve the current situation.

In accordance with the request of our members, today we have raised their concerns with Worksafe ACT. We have also advised our members to continue logging work safety concerns via Riskman and behaviour incidents via SAS. We have been provided with a number of reports made by our members over recent weeks that detail significant work safety concerns. We have not provided those reports because they will identify the members who made them. Further, we note with disappointment that these staffing concerns have re-emerged after we resolved a formal dispute about staffing and teaching hours under the dispute resolution provisions of the Teaching Staff Enterprise Agreement in July 2021. Our members now report that the measures we agreed to in resolution of that dispute have not been honoured by their employer. While we will investigate and consider how best to approach the industrial concerns raised by this situation, our most immediate concern and highest priority is the safety of staff and students at the school.

While the sub-branch has not directly asked us to raise these matters with the Education Directorate, we know that you are committed to ensuring the safety of staff and students in our schools and request your assistance in ensuring that the situation at Calwell is made safe. We note that the ACT Government has committed, through the Teaching Staff Enterprise Agreement, to ensure that the highest levels of health and safety are maintained for all employees. We want to work with the Education Directorate to ensure that this is the case for all AEU members in ACT Public Schools.

We seek your assistance to resolve the work safety concerns of AEU members at Calwell High School and to prevent similar work safety concerns from arising at other school sites.

Regards

[Redacted signature]

Australian Education Union – ACT Branch

40 Brisbane Avenue, Barton ACT 2600

PO Box 3042, Manuka ACT 2603

Ph: (02) 6272 7900 | [Redacted contact info]



The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

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This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: [DGEDUoffice](#)
To: [Haire, Katy](#)
Subject: FOR NOTING: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit
Date: Monday, 4 April 2022 1:43:44 PM
Attachments: [SCHOOL MANAGEMENT - Security - S G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022 - 2022.tr5](#)

OFFICIAL: Sensitive

Hi Katy,

Drop copy for your information.

Kind regards,
Courtney

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 1:08 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; EGMSDD <EGMSDD@act.gov.au>; EGMSloffic <EGMSloffic@act.gov.au>; EDU, EBM P&P <ebmpp.edu@act.gov.au>
Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit

OFFICIAL: Sensitive

Please find attached a drop copy of the Caveat brief provided to the MO.

Kind regards
Jolene

From: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Sent: Monday, 4 April 2022 12:57 PM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: FW: DDG CLEARED: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Monday, 4 April 2022 12:35 PM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: Doherty, Sarah <Sarah.Doherty@act.gov.au>; Clinch, Jolene <Jolene.Clinch@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

Hi

Can we please put this into TRIM and progress to the MO as per normal processes.

Drop copies as agreed.

Also these two attachments are the same document. Sarah can you sort that for me please – call if you need

Jane

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 12:29 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Updated as per discussion, for your approval please.

Thank you
Jolene

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 12:13 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 11:51 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Updated for your review. I understand that these docs are going to the MO with the alleged OV incident caveat brief attached for context?

Thank you
Jolene

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 11:17 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

OFFICIAL: Sensitive

Hi Jane

Please find attached Caveat brief for Calwell High School WorkSafe visit on 1 April 2022, for your approval.

Thank you
Jolene

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Monday, 4 April 2022 11:09 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSIoffice <EGMSIoffice@act.gov.au>
Subject: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes

Hi Jane,

Police involvement in first section (in line with recent requests from Bec).

Attachments referenced now in next steps (under regulator workstream).

Jolene – can you attach please.

Thanks

Mark

From: [Dickie, Natalie](#)
To: [Ackland, Daniel](#); [Selfe, Sophie](#)
Subject: Fwd: WorkSafe s155 Information Request
Date: Monday, 4 April 2022 4:07:47 PM
Attachments: [image002.png](#)
[image005.png](#)
[s155 - Information Request- Calwell High School ElissaEast \(A33414281\).pdf](#)

OFFICIAL

Dear Daniel and Sophie
Please see below. Your advice is appreciated.
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From: Dickie, Natalie <Natalie.Dickie@ed.act.edu.au>
Sent: Monday, April 4, 2022 3:59 pm
To: Norton, Sue (ACTGOV)
Subject: Fwd: WorkSafe s155 Information Request

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From: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Sent: Monday, April 4, 2022 3:57 pm
To: Dickie, Natalie
Subject: FW: WorkSafe s155 Information Request

OFFICIAL

Good afternoon Natalie,

Please see attached section 155 information request, and below email chain.
Can you please send through any and all emails that you have been forwarded by Elissa in relation to the fire plans/fire fighting equipment at Calwell High School.

Compliance with this notice is due by 08/04/2022, however, if you require more time to complete this request, please let me know.

Kind regards,

Meaghan O'Connor | Inspector - Psychosocial
P: 0481 475 356 | E: meaghan.o'connor@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601



**PUT SAFETY FIRST
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 **ACT** Government | **Suburban Land Agency**

WORKSAFEACT

 **ACT** Government

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: East, Elissa <Elissa.East@ed.act.edu.au>
Sent: Monday, 4 April 2022 3:44 PM
To: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Cc: Dickie, Natalie (ACTEDU) <Natalie.Dickie@ed.act.edu.au>
Subject: RE: WorkSafe s155 Information Request

OFFICIAL

Hello,

[REDACTED] All of this information has been forwarded to Natalie Dickie. Can you please contact her for it or I will supply it on the 19/04/2022.

Regards

Elissa East | Business Manager

Calwell High School | Education Directorate | ACT Government
 111 Casey Crescent Calwell ACT 2905 | <http://www.calwellhs.act.edu.au/>
 ☎: (02) 6142 1932



RESPECT | SELF-DISCIPLINE | ACHIEVEMENT | COURAGE



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.



Let's think consciously about our environment - only print this email if it is absolutely necessary

From: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Sent: Thursday, 31 March 2022 2:21 PM
To: East, Elissa <Elissa.East@ed.act.edu.au>
Subject: WorkSafe s155 Information Request

OFFICIAL

Good afternoon Elissa,

Thank you for your time today. As discussed, please see the attached s155 Information Request. Please note that the information is required by **08/04/2022**, however if you are able to get it to me sooner that would be great.

Kind regards,

Meaghan O'Connor | Inspector - Psychosocial
P: 0481 475 356 | E: meaghan.o'connor@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601



WORKSAFEACT



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: [Walker, Melanie](#)
To: [Haire, Katy](#)
Cc: [Hobbs, Rebecca](#)
Subject: FW: some key messages on Calwell (for refinement)
Date: Monday, 4 April 2022 4:10:09 PM
Attachments: [image001.png](#)
[image002.png](#)
Importance: High

FYI below...

Melanie Walker | Chief of Staff
 02 6205 1638 | 0438 430 963

Office of Yvette Berry MLA | Member for Ginninderra
 Deputy Chief Minister
 Minister for Early Childhood Development
 Minister for Education and Youth Affairs
 Minister for Housing and Suburban Development
 Minister for the Prevention of Domestic and Family Violence
 Minister for Women
 Minister for Sport and Recreation
 Phone: +61 2 6205 0233 | Email: berry@act.gov.au
[Facebook](#) | [Twitter](#) | www.yvetteberry.com.au



I acknowledge the traditional custodians of the land, the Ngunnawal people, and pay my respect to their Elders past, present and emerging.

From: Walker, Melanie
Sent: Monday, 4 April 2022 10:50 AM
To: Short, Paul <Paul.Short@act.gov.au>
Cc: Momber, Louise <Louise.Momber@act.gov.au>; Walthati, Harini <Harini.Walthati@act.gov.au>; Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Subject: some key messages on Calwell (for refinement)
Importance: High

Some key messages (for refinement) include:

- The Education Directorate can confirm it has received notices from WorkSafe ACT regarding Calwell High School.
- The Education Directorate – and the Minister - take these issues very seriously.
- The school community can be assured that the Education Directorate will meet its obligations under these notices and engage with WorkSafe ACT and the Australian Education Union – ACT Branch (AEU ACT Branch) as they work through the issues that have been raised.
- A decision has been made for Years 7 and 8 students at Calwell High School to transition to remote learning for the final week of Term 1.
- The Directorate will continue to engage with the school community and provide staff and

students with wellbeing supports during this challenging period.

- In addition, the broader system-wide *ACT Public School workload reduction strategies 2022* presented to principals late last week are a clear reflection that the Minister and Education Directorate have been listening to the emerging concerns of the AEU ACT Branch and principals re COVID-related staff shortages throughout term 1, and have responded accordingly in terms of strategies developed to ease the burden going into term 2.
- There's no doubt that the constantly changing COVID-19 situation is making life difficult for teachers and schools. Especially in the broader context of the current national teacher shortage.
- But key stakeholders – including unions, principals and the P&C Association – continue to work collaboratively with the Education Directorate to roll with the punches and produce the best possible outcomes for our school communities in the face of these ongoing challenges.
- The Minister and the Education Directorate would like to thank teachers, staff, students and families for their resilience and support throughout term 1 as we continue to face and respond to these COVID-related challenges together.

Melanie Walker | Chief of Staff

02 6205 1638 | 0438 430 963

Office of Yvette Berry MLA | Member for Ginninderra

Deputy Chief Minister

Minister for Early Childhood Development

Minister for Education and Youth Affairs

Minister for Housing and Suburban Development

Minister for the Prevention of Domestic and Family Violence

Minister for Women

Minister for Sport and Recreation

Phone: +61 2 6205 0233 | Email: berry@act.gov.au

[Facebook](#) | [Twitter](#) | www.yvetteberry.com.au



I acknowledge the traditional custodians of the land, the Ngunnawal people, and pay my respect to their Elders past, present and emerging.

From: [Larkin, Lyn](#)
To: [Simmons, Jane](#); [DDGEDUoffice](#); [Haire, Katy](#)
Cc: [EDU Media](#); [Short, Paul](#); [Huxley, Mark](#); [EGMSloffice](#); [DGEDUoffice](#)
Subject: RE: FOR URGENT URGENT CLEARANCE: Canberra Times MEDIA QUERY ASAP DEADLINE
Date: Monday, 4 April 2022 4:29:10 PM

OFFICIAL

Thanks Jane. I will forward on to the office now.

Warm regards

Lyn

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Monday, 4 April 2022 4:28 PM
To: Larkin, Lyn <Lyn.Larkin@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: EDU Media <EDU.Media@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; EGMSloffice <EGMSloffice@act.gov.au>
Subject: RE: FOR URGENT URGENT CLEARANCE: Canberra Times MEDIA QUERY ASAP DEADLINE

Approved

J

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Monday, 4 April 2022 4:18 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: EDU Media <EDU.Media@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; EGMSloffice <EGMSloffice@act.gov.au>
Subject: FOR URGENT URGENT CLEARANCE: Canberra Times MEDIA QUERY ASAP DEADLINE
Importance: High

OFFICIAL

Hi Jane, for your urgent clearance two statements on Calwell High School. Comments from Minister Berry and then Directorate for the Canberra Times. David Matthews has cleared. This is very urgent. **MO needs this by 4.30pm**

Attributable to Minister Berry:

- Term 1 has been difficult for many of our schools with staff and students needing to isolate due to COVID-19 circulating in the community. I would like to thank all teachers, school staff, students and families for their resilience and support throughout term 1 as we continue to face and respond to these COVID-related challenges together.
- We want all of our schools to be safe and supportive environments for staff and students. My commitment to addressing violence in schools is on the record. In 2019, I commissioned a report into how ACT public schools could address this issues.
- Violent incidents like this are rare in ACT public schools. When they do occur we treat them very seriously.
- I am glad to see that the Directorate are complying with all Worksafe ACT requirements and has set up an incident management team and thrown its resources into the school to support staff and students and taken immediate action to respond and that they
- I am receiving regular briefings on the matter.

Attributable to EDU spokesperson:

The Education Directorate can confirm it has received notices from WorkSafe ACT regarding Calwell High School. The school community can be assured that the Education Directorate will meet its obligations under these notices. We are committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are satisfied. The Directorate is committed to providing safe learning and work environments for all staff and students. The Education Directorate takes incidents seriously and has formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce.

Supports are in place at Calwell to help manage complex and challenging behaviour, and violence. Calwell, like all our ACT public schools supports students, parents and carers on these issues, to tailor an appropriate response when incidents occur.

We care greatly about all our teachers and school staff. We continue to work very closely with our teaching workforce, through our school principals, to ensure that all our school staff, including principals, feel supported with their work health and safety, and general wellbeing.

Calwell High began 2022 with a full staffing quota. Like most ACT public schools in term 2, has been impacted by COVID-19 cases circulating in the ACT community. Due to COVID-19 absences, Callwell High has been at level 2 on our staff risk matrix for 15 days, receiving casual relief support from the central pool on 14 of those occasions.

Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.

Regards

Lyn

From: [Larkin, Lyn](#)
To: [DDGEDUoffice](#); [DGEDUoffice](#)
Cc: [EDU Media](#); [Short, Paul](#); [EDU_EGMBSG](#)
Subject: FW: Canberra Times MEDIA QUERY Calwell High School
Date: Monday, 4 April 2022 4:47:43 PM
Importance: High

OFFICIAL

Hi all, sorry forgot to copy everyone in when I sent this up to the Minister's Office,
Warm regards
Lyn

From: Larkin, Lyn
Sent: Monday, 4 April 2022 4:30 PM
To: Momber, Louise <Louise.Momber@act.gov.au>
Subject: Canberra Times MEDIA QUERY Calwell High School
Importance: High

OFFICIAL

Hi Louise, please find below draft responses for the Minister and the Directorate for your clearance on Calwell High School.

Attributable to Minister Berry:

- Term 1 has been difficult for many of our schools with staff and students needing to isolate due to COVID-19 circulating in the community. I would like to thank all teachers, school staff, students and families for their resilience and support throughout term 1 as we continue to face and respond to these COVID-related challenges together.
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Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.

Regards

Lyn

From: [Simmons, Jane](#)
To: [Ackland, Daniel](#)
Subject: FW: Proposed text for Jane
Date: Monday, 4 April 2022 4:55:47 PM

Hi Daniel

As per the discussion on Friday, based on the fact of the impacts of staffing due to the need to address the notification so its using the matrix on that premise only but not in the same sense as everyone else. You will remember I raised that as a question.

Jaen

From: Simmons, Jane
Sent: Friday, 1 April 2022 4:06 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSloffic <EGMSloffic@act.gov.au>
Subject: RE: Proposed text for Jane

Dear Mark

I support this and understand the workload impacts likely staff. Approved

Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Friday, 1 April 2022 4:00 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSloffic <EGMSloffic@act.gov.au>
Subject: FW: Proposed text for Jane

Hi Jane,

As discussed, to ensure we are complying with necessary orders from Worksafe in relation to concerns raised at Calwell HS I am writing to request we move the school into stage three under the matrix and enable the movement of year 7 and 8 to remote learning from Monday 4 April 2022. I believe this is warranted to minimise impact on staff as we assess support and wellbeing needs and also to engage with them to assess the concerns and allegations raised in the Worksafe notice. These activities will require additional staff engagement to undertake and moving to level three will enable these actions to occur. I will continue to monitor the situation and provide advice accordingly.

Regards

Mark

Mark Huxley PSM
Executive Group Manager
School Improvement

ACT Education Directorate
(02) 62053988

From: [Huxley, Mark](#)
To: [Matthews, David](#); [Short, Paul](#); [Ackland, Daniel](#); [Simmons, Jane](#); [Norton, Sue](#); [Watson, Sarah](#)
Subject: FW: Works Safe School Visit
Date: Monday, 4 April 2022 5:01:58 PM

OFFICIAL

FYI all. School has contacted and followed up this afternoon. I have also talked with [REDACTED]
Note the view expressed towards the end.

Cheers

Mark

Afternoon Natalie,

Tried to call you this afternoon, and have left a message, but I just wanted to let you know that I have been contacted by the P & C Council regarding a worksafe visit to the school which has resulted in the school moving to remote learning for Years 7 & 8 (according to [REDACTED] from the council). They were ringing to advise me as [REDACTED] of the schools P&C, I might be contacted by the media as they felt that Calwell would be in the media in the coming days, and were offering advice regarding this, and to assist me in making a statement, should I wish to do so. I don't wish to make a statement, I personally don't feel that I should make a statement, particularly as I have not been briefed on the situation, anything that I would have to say would be hearsay and second hand at best. My concern is, if the media can track me down, they may also track down some of the executive officers of the P&C which may result in them commenting, albeit inadvertently. I would appreciate you advising on how I should proceed, should I advise the executives to make no comment? Will the parent body be advised on this as a school? I would really appreciate a little guidance.

There was also [REDACTED] regarding the behavioral management at the school, which I did actually comment on. I did say and I quote 'if you had of asked me this question 18 months ago my answer would have been different. But since Megan has come on board, and after a transition period of around 6 months the behaviour at the school has improved. We have seen a reduction in suspensions, we have seen a reduction in lockdowns and those that have occurred have been of a lesser nature than previous years'. I don't feel that the behaviour at the school is any worse than any other school, and it will always be a moving beast.

I do hope all is okay, look forward to hearing from you.

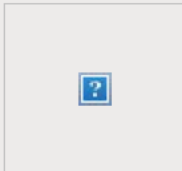
--

Kind regards

[REDACTED]

From: [Simmons, Jane](#)
To: [Matthews, David](#); [Haire, Katy](#); [Huxley, Mark](#); [Short, Paul](#); [Ackland, Daniel](#)
Cc: [DDGEDUoffice](#); [DGEDUoffice](#); [Seton, Sam](#)
Subject: FW: AEU calls work safety regulator to keep members and students safe
Date: Monday, 4 April 2022 5:03:56 PM

fyi



Australian Education Union ACT

Dear [REDACTED]

I'm alerting you to a critical situation occurring at an ACT public school. I want you to hear about this from your union before reading about it in the media.

On 31 March 2022, WorkSafe ACT issued the Education Directorate with a prohibition notice in relation to the operation of Calwell High School. This unprecedented action means that from 4 April 2022 the year 7 and 8 student cohorts are prohibited from being on the school premises until the Education Directorate demonstrates it can comply with certain conditions. These conditions include:

- compliance with the class size policy
- a willingness to implement the COVID-19 planning for staff shortages matrix
- evidence that the risk of occupational violence towards teachers and staff had been reviewed and mitigated as far as is reasonably practicable.

Severe staffing shortages and a lack of resources has contributed to this unworkable situation. The lack of urgent action by the Education Directorate has exacerbated matters. AEU members at Calwell High School have been doing their best to work through challenging circumstances. With pressure continuing to mount, last week members unanimously passed a motion seeking the urgent assistance of the AEU branch office and WorkSafe ACT to make the workplace safe.

The report from the WorkSafe inspectors who attended the site the next morning makes for distressing reading. It notes that the teaching and administrative staff of the school are at breaking point, physically and emotionally due to occupational violence and staff shortages.

Regrettably the situation at Calwell High School is not an isolated case. The AEU office is receiving staff shortage SOS calls from members daily. Even the Minister has said publicly that she is surprised more Canberra schools have not moved to remote learning given the COVID case numbers and staff absences.

The AEU has called on the ACT Government to immediately act to establish that the health, safety and wellbeing of staff and students is prioritised in making decisions about the operation of schools. We will keep you informed.

Your health and safety is our priority.

In unity,



AEU ACT

Australian Education Union ACT Branch · 11/40 Brisbane Ave, Barton, ACT 2600

<https://www.aeuact.org.au>

Authorised by Angela Burroughs for the Australian Education Union ACT Branch_

From: [Huxley, Mark](#)
To: [Matthews, David](#); [Simmons, Jane](#); [Haire, Katy](#); [Ackland, Daniel](#); [Short, Paul](#); [Seton, Sam](#)
Cc: [DGEDUoffice](#); [DDGEDUoffice](#)
Subject: FW: Your safety matters most
Date: Monday, 4 April 2022 5:08:49 PM
Attachments: [image001.png](#)

OFFICIAL

Hi all,

As discussed.

Regards

Mark

From: Norton, Sue <Sue.Norton@act.gov.au>
Sent: Monday, 4 April 2022 5:05 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: Fwd: Your safety matters most

OFFICIAL

FYI

Get [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@ed.act.edu.au>
Sent: Monday, April 4, 2022 5:02 pm
To: Norton, Sue <Sue.Norton@act.gov.au>; Marshall, Kate (ACTEDU) <Kate.Marshall@ed.act.edu.au>
Subject: Fwd: Your safety matters most

UNOFFICIAL

Get [Outlook for iOS](#)

From: aeuact@aeuact.org.au <aeuact@aeuact.org.au>
Sent: Monday, April 4, 2022 4:55 pm
To: aeuact@aeuact.org.au
Subject: Your safety matters most

CAUTION: This email originated from outside of ACT Education. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Calwell High School members,

Last week the sub-branch passed a motion raising serious concerns of occupational violence and work health and safety. You called on the AEU Branch Office to contact WorkSafe ACT on your behalf which we did on Wednesday. We understand that last Thursday inspectors from the health and safety regulator visited Calwell High School to conduct a site inspection and interview staff.

Today our office received a copy of the prohibition notice that was issued because of WorkSafe ACT's investigation. The contents of this notice are harrowing and detail:

- Examples of psychosocial, physical, and sexual violence
- Accounts of psychological trauma
- Under staffing and under resourcing leading to overwork, exhaustion and burnout
- Intimidation
- Sexual harassment
- Instances of verbal and physical assault

This is unacceptable – the level of violence any employee should expect in their workplace is none.

It is our understanding that the prohibition notice from WorkSafe is the first of its kind to be issued in an ACT Public School. As a result, the school has been partially closed because it is unsafe for the workers at the site - our teachers, school leaders and support staff - to continue teaching years 7 and 8 until safe staffing levels are met and occupational violence risks managed. A prohibition notice from the independent work health and safety regulator must be a wakeup call to the Directorate. It should also be a welcome assurance to members that what you have been experiencing is not normal and should never be tolerated.

It needs to be said clearly that school staff and the community are not to blame for what has transpired at Calwell High School. Our members are dedicated teachers and support staff who love their school and work tirelessly to support their students. This is not a failure of teaching quality; it is a failure of resourcing – staff have increasingly been saddled with the responsibility to solve social problems without the minimum wrap around services or resourcing. The sub-branch has passed three motions in the last 10 months raising your concerns at the chronic shortage of staff. No one can say the employer wasn't told.

We believe that media interest in this event is inevitable. Some commentary may be challenging or distressing to read. We will do our best to emphasise the lengths that you have all gone to, together, to support your school and its community.

We want you to know that you are not alone. If there is anything you need, please reach out to our office. Members will receive the full support of the AEU office, including referrals to Slater and Gordon should you require legal assistance. Unfortunately, we know that members face other acts of violence across the system and we will continue to follow up and support all sub-branches as they seek assistance.

Know that all our members stand with you in solidarity.

In unity,

Australian Education Union – ACT Branch

Level 1, 71 Leichhardt Street, Kingston ACT, 2604

PO Box 3042, Manuka ACT 2603

Ph: (02) 6272 7900



The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

This email has been scanned by the Symantec Email Security.cloud service.

For more information please visit <http://www.symanteccloud.com>

From: [Huxley, Mark](#)
To: [Ackland, Daniel](#); [Seton, Sam](#)
Cc: [EGMSIoffice](#); [Selfe, Sophie](#)
Subject: Follow Up
Date: Monday, 4 April 2022 5:48:22 PM

Hi Daniel and Sam,

A question was asked of me today is Calwell HS following the management response plan with staff involved in the incident on the 24 March. I wanted to flag it ahead of our catchup tomorrow so we can look further into it.

Cheers

Mark

Mark Huxley PSM
Executive Group Manager
School Improvement
ACT Education Directorate
(02) 62053988

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Visit from WorkSafe at Calwell High School – Caveat 2
Date: 4 April 2022

Update on the background and context at Calwell HS and the work to respond to the recent orders placed on the site by WorkSafe ACT.

Issue

- 24th March 2022 an incident in relation to student related violence and injury to staff and students occurred. A previous Caveat brief was provided to your office with details of that incident (Refer to FILE22/3275)
- On 31 March 2022 WorkSafe ACT attended Calwell High School to undertake a workplace inspection in response to information received by WorkSafe regarding issues at the school relating to student incidents and staffing shortages.
- During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
- Improvement Notices were issued to the Directorate on both issues raised, as per attachments (Notice number N-0000003585) (Notice number N-0000003584).

Update on Staff and Student Wellbeing After the Incident

- [REDACTED]. The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation and [REDACTED] indicated [REDACTED]. Sue has confirmed with [REDACTED]. The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace [REDACTED].
- The Acting Principal, Natalie Dickie reports [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day and continues to have treatment for [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED]. The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED] and the school is supporting the family to plan for [REDACTED] safe return [REDACTED].
- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED], [REDACTED], [REDACTED], [REDACTED] all are okay, [REDACTED] [REDACTED]

- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return [REDACTED]. [REDACTED] has returned to school as scheduled and the Acting Principal advises [REDACTED] is settled and doing OK.

Further, on Friday 1 April, [REDACTED] [REDACTED] was supported by Acting Principal to go home during the day [REDACTED].

ACT Policing responded to the initial incident and have confirmed they do not intend to take further action on the matter.

School Background

- A new Principal (Ms. Megan Altenburg) was appointed and commenced at Calwell HS in term 4, 2019.
- At the time Calwell HS had relatively low school climate and performance data compared to similar schools in the ACT.
- Rickman and incident reporting data identified significant physical incidents across the school week, with high levels of parent complaints.
- There were limited processes and structures in place to manage student behaviour, suspensions and provide wrap around service when students returned to school. This led to unpredictable consequences for students and families.

Support Needs Previously identified

- A support plan was developed in early 2020 to assist the school with targeted supports from across the Directorate. The key themes identified for a support plan were:
 - Declining school satisfaction data
 - New leadership team at the school
 - Staffing risk due to serious incidents and impact on staff wellbeing
 - Lack of casual contract staff to work in a highly complex environment
 - Increase in high-risk serious incidents

Supports Provided in support plan

- The major supports and resources provided to the school since 2020 include:
 - Additional Deputy Principal to focus on student behaviour management, wellbeing and PBL.
 - HR support to prioritise the recruitment for the school and have full staffing profile for 2022 and prioritise the schools access to the central casual relief pool.
 - PBL uplift – coach deployed to support the school
 - Redesign of Flex Education model to ensure targeted supports based on student need.
 - ICW redesign and upgrade of student services, flex ed space, front office, sick bay, and small group program to support student and staff safety and wellbeing.
 - Redesign of the Student Services model with two identified SLCs.
 - Customised EAP and staff wellbeing program to support staff at the school.

Outcomes to date:

- There have been a range of improvements observed at the school since 2020:

- Enrolments at the school have increased over the past three years from 380 in 2019 to 420 in 2022.
- NAPLAN growth across Reading, Writing and Numeracy – 2019-2021
- School Satisfaction data in regard to school leadership indicates results the same as similar school types.
- Fewer whole school lockdowns resulting from student behaviour concerns.
- Effective case management of Tier 3 students supporting students and families
- Flex Education model uplift provides student access at universal and targeted levels.
- Staffing has remained stable in late 2021/22.
- Processes and structures to respond to student behaviour has been established. Consistent effectiveness and application is to be explored further.
- Levels of intervention and supports for teachers to respond to student behaviour is now in place.
- Whilst improvements are evident, any incidents involving violence to staff and students are unacceptable and further work is required.

Areas for further work:

- Student behaviour management, PBL implementation and student engagement in learning remain the major priority and focus for the school.
- Whilst the pattern of progress on the support plan has generally been upward since 2020, there has been an increase this term in negative incidents at the school, and events such as the one occurred on the 24th of March are unacceptable. Further analysis is required to determine the cause and next steps.
- PBL implementation at the school has been disrupted by COVID and will need to be a major renewed focus for the school moving forward.
- Enhancing PBL implementation and further strengthening of behaviour supports will be a key to addressing the source of staff wellbeing concerns on site due to the history of prior events at the school and prolonged staff involvement in these issues over time
- School climate data indicates opportunities for significant improvement in student wellbeing and engagement and will be monitored closely.

School Staffing:

- Concerns were raised both by the AEU and WorkSafe relating to the staffing levels and excess work being undertaken by staff at the site this year.
- The school was prioritised in the transfer and recruitment process as a result of both the identified needs in the support plan, as well as previous engagement with the AEU and local school sub-branch. It commenced the 2022 school year fully staffed.
- Analysis from the school staffing data has been undertaken over the last two days.
- In relation to teachers working excessive face to face hours early analysis indicates:
 - Calwell HS is currently operating at a FTE base of 36, made up of 41 total teaching staff.
 - Of the 41 total teaching staff CHS employs, [REDACTED] has a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
 - [REDACTED] has exceeded the cumulative total face-to-face teaching hours by [REDACTED].
 - Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.
 - Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.
- In relation to the staffing COVID matrix for schools in 2022:

- Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
- Of the 15 days it was level 2 it received central relief staff on 14 occasions.
- In relation to class sizes:
 - Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
 - Of these, three were on days identified as level 2
 - Two of these days CHS received central relief staff.
 - The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March. This was a result of staff absences at short notice without the time to source additional supports.
 - As per the agreed COVID-19 Planning for staff shortages matrix, the Directorate and the AEU have agreed the Policy can be adjusted in line with the exceptional circumstances outlined in the matrix.

Next Steps

A Directorate coordination team has been established to respond to the events at Calwell HS. It will oversee the following four streams of work:

- **School Supports and Operational Continuity:** Undertake operations at the school this week in line with the WorkSafe order and ensuring a focus on support for wellbeing of staff and students:
 - DSI is onsite Monday and a staff briefing has occurred, walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff. The DSI will be on site all week.
 - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
 - EAP has been arranged to be onsite Monday to assist. This will be the previous provider who has been working with the school for continuity and familiarity. This will be extended if required to ensure all staff have access to EAPs
 - Additional school psychologist supports will be available via telehealth support for students learning remotely.
 - Planned excursions to Birrigai for year 7 and 8 will continue.
 - The ESO teaching and learning team will assist with remote learning supports.
- **Response to the Regulator** - Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way. The notices from WorkSafe ACT are attached for your consideration. (Attachment A and B)
- **Industrial Engagement** – Liaison and engagement with the AEU and CPSU both at the local sub-branch level through to the ACT executive.
- **Communications and Management** – Coordinate the communications material and messaging to support the school, school community and ensure your office is across the key information throughout the response.
- Once supports for the wellbeing of staff and students and operational continuity of learning is in place, a review of the school will be undertaken to inform the updating of the Support Plan. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.

- The delivery model and supports for the small group programs at the site.
- An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
- An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name: Mark Huxley

04 April 2022

From: [Larkin, Lyn](#) on behalf of [EDU Media](#)
To: [Haire, Katy](#); [DGEDUoffice](#); [Short, Paul](#)
Subject: Fwd: DRAFT FOR URGENT CLEARANCE: CALWELL HIGH Media talking points for tomorrow
Date: Tuesday, 5 April 2022 6:25:40 AM
Attachments: [Media Talking Points Calwell High April 2022 FINAL.docx](#)

Hi Katy, please find final TPs attached,
Regards
Lyn
Get [Outlook for iOS](#)

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Monday, April 4, 2022 8:16:50 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: EDU Media <EDU.Media@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>
Subject: FW: DRAFT FOR URGENT CLEARANCE: CALWELL HIGH Media talking points for tomorrow

OFFICIAL

Hi Mark, please find attached final talking points in preparation for any media interviews we might have tomorrow. I might need to text you early in the morning (calls usually come in just after 6am from ABC Canberra radio). Hoping it's not that early.
Happy to chat through how we approach. I think the TPs give us a good narrative to talk to.
Warm regards
Lyn

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Monday, 4 April 2022 8:10 PM
To: Larkin, Lyn <Lyn.Larkin@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: Huxley, Mark <Mark.Huxley@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>
Subject: RE: DRAFT FOR URGENT CLEARANCE: CALWELL HIGH Media talking points for tomorrow

Hi
My changes attached

Thanks everyone and huge efforts all round

Jane

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Monday, 4 April 2022 7:54 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: Huxley, Mark <Mark.Huxley@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>
Subject: DRAFT FOR URGENT CLEARANCE: CALWELL HIGH Media talking points for tomorrow

OFFICIAL

Hi Jane, as discussed with Paul at the end of the day we need to anticipate media requests in the morning for Mark. Please see attached for your clearance a long set of TPs for Mark to talk from that reflect today's media response and the caveat brief material.

Warm regards

Lyn

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Monday, April 4, 2022 6:02 pm
To: Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Short, Paul <Paul.Short@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: DRAFT FOR URGENT CLEARANCE: CALWELL HIGH Media talking points for tomorrow

OFFICIAL

Hi David and Mark,

Please find attached a more comprehensive set of talking points for Mark should he need to do early morning radio tomorrow. These are based largely on Caveat briefs, as well as the media response today. Can you let me know if you see any errors or howlers. I would like to get these cleared by Jane if we can tonight so we are ready for tomorrow.

Warm regards

Lyn Larkin | Senior Director Communications and Engagement
Phone: +61 2 6205 0837 | **Email:** lyn.larkin@act.gov.au
Communications and Engagement | Education | ACT Government
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Media Talking Points – Calwell High School 4 April 2022

- On 24 March 2022 there was a serious incident at the Calwell High School where a student and three staff members were allegedly assaulted, resulting in physical injuries. ACT Policing were called and attended the school. Staff received medical treatment as a result of their injuries. All impacted students and staff are being supported by the school and the Education Support Office.
- The school's principal is [REDACTED], Kate Marshall, [REDACTED] for the remainder of the term. A student was suspended for 15 days as a result of the incident.
- I understand that the Australian Education Union asked that WorkSafe ACT attend the school following this incident. That visit took place on 30 March and following the visit, the Directorate received notices from WorkSafe ACT regarding a number of matters at the school.
- The Directorate will meet its obligations under these notices, and we are committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are satisfied.
- As part of our compliance with our WorkSafe obligations, Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.
- I want to be very clear, violent incidents like this are very rare in ACT public schools and when they do occur, we treat them very seriously as we have done in this instance.
- Directorate executive are in place at the school supporting the school's staff and leadership team.
- Counsellors are onsite at the school to provide wellbeing support to those staff who wish to access the service.
- Additional school psychologist supports are available via telehealth for year 7 and 8 students learning remotely.
- The school's Support Plan is being updated ready for implementation in term 2.
- Staff have been briefed on supports available and plans to address issues identified by WorkSafe ACT and concerns raised by unions.
- The Directorate is committed to providing safe learning and work environments for all staff and students. We take incidents seriously and have formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce.
- Supports are in place at Calwell to help manage complex and challenging behaviour, and violence. Calwell, like all our ACT public schools supports students, parents and carers on these issues, and tailor appropriate responses when incidents occur.
- We care greatly about all our teachers and school staff. We continue to work very closely with our teaching workforce, through our school principals, to ensure that all our school staff, including principals, feel supported with their work health and safety, and general wellbeing.

- In addition, in response to concerns raised by the AEU ACT Branch and principals regarding COVID-related staff shortages throughout term 1, the Education Directorate has developed a package of workload reduction strategies to ease the burden on schools and staff going into term 2.
- These will continue to be reviewed and refined in consultation with key stakeholders throughout term 2.

Staffing at Calwell High

- Calwell High School was prioritised in the teacher transfer and recruitment process and commenced the 2022 school year fully staffed.
- Calwell High, like most ACT public schools in term 2, has been impacted by COVID-19 cases circulating in the ACT community.
- A staffing risk matrix with four scenarios was negotiated with principals and unions at the start of 2022 that steps out a process for schools dealing with moderate to severe staffing shortages. It allows us to assess the capability of each school to offer usual learning programs and/or to remain open when significant numbers of staff are unable to attend.
- Under Scenario 2, schools are encouraged to expand cohorting arrangements where possible and access relief from the central casual relief pool.
- Under Scenario 3, if there is reduced staffing which prevents normal face-to-face learning continuing, schools may transition to temporary remote learning for a cohort or year level/s.
- Under Scenario 4, where continuity of modified face-to-face program cannot be maintained the whole school may transition to temporary remote learning.
- Calwell High has been at level 2 on our staff risk matrix for 15 days, receiving casual relief support from the central pool on 14 of those occasions.

Remote learning for years 7-8

- Year 7 & 8 students will be able access their usual learning program via google classroom while doing remote learning.
- Children of essential workers and vulnerable children will still be able to attend school and be supervised while accessing the same remote learning program.
- Planned school excursions to Birrigai that have been scheduled for relevant year levels on 4 April 2022, 5 April 2022, and 6 April 2022. They are proceeding in accordance with the provisions of the Prohibition Notice.
- The school has written to families to let them know about the move to remote learning for years 7 and 8 and has apologised for any inconvenience.

Fire safety

- Fire safety equipment was temporarily withdrawn from some areas of the school following students inappropriately letting off fire hose reels and using them as weapons. Fire suppression equipment has now been restored.
- A contractor has been engaged to update the school's fire safety plan, ensuring emergency evacuation plans are current.

COVID-19 staffing pressures in ACT public schools

- There is no doubt that the changing COVID-19 situation is challenging for our communities, and this is also reflected in our schools, flowing onto schools, also impacted by the broader context of the current national teacher shortage.
- We are working collaboratively with principals, unions, and the P&C Association to ensure the best possible outcomes for our school communities in the face of these ongoing challenges.
- We have been listening to AEU ACT Branch and principals' concerns regarding COVID-related staff shortages throughout term 1.
- The Directorate has implemented a range of measures, including a central teacher relief pool, to manage the impact on our workforces.
- We have also worked with our principals and unions on strategies to reduce the administrative workload on schools going into term 2.
- System-wide *ACT Public School workload reduction strategies 2022* were presented to principals late last week and will be implemented in term 2.

What we are doing to address issues at Calwell High School

- The Directorate has put significant supports in place to assist Calwell High School in the past three years and, in response to the incident on 24 March.

Improvements at Calwell High since 2020

- In 2019, a new principal was appointed in term 4 to address a range of issues identified at the school. A support plan was developed in early 2020 to address issues identified, including:
 - An additional deputy principal focused on student behaviour management and Positive Behaviours for Learning, or PBL.
 - A PBL coach was appointed to the school.
 - Support to prioritise recruitment to ensure a full staffing complement at the school and priority access to the Directorate's central casual relief pool.
 - The Student Services model was improved under the leadership of two senior teachers.
 - A customised staff counselling service and staff wellbeing program was also implemented to support staff at the school.
 - A number of physical upgrades were made to school building, including student services facilities were redesigned and upgraded, a flexible education space, upgraded front office area and sick bay.

Since this plan was put in place, there have been noticeable improvements across a range of areas, including:

- Clear processes and structures at all levels to respond to student behaviour.
- Levels of intervention and supports for teachers to respond to student behaviour is now in place.
- Fewer whole school lockdowns resulting from student behaviour concerns.
- Effective case management of Tier 3 students supporting students and families
- Flexible Education model has been effective in assisting students to remain engaged in their education while managing issues and pressures in their life.
- Staffing has remained stable in late 2021/22.
- Enrolments at the school have increased from 380 in 2019 to 420 in 2022.
- There have been improvements in educational outcomes.

From: [Haire, Katy](#)
To: [Simmons, Jane](#); [Huxley, Mark](#); [Matthews, David](#); [Short, Paul](#)
Cc: [DGEDUoffice](#); [DDGEDUoffice](#)
Subject: FOR ACTION: Calwell High actions this morning for Minister
Date: Tuesday, 5 April 2022 7:43:54 AM

Dear all

I have spoken to Mel this morning and she has asked for some material to support media responses and QT by 10 am

- QTB on the Calwell situation expanding on the final version of the talking points as edited by the MO yesterday
- She asked for this to be framed as a multi-purpose overarching narrative (in talking point form) that can be used in multiple settings such as media
- In particular she wants to include focus on the impact of COVID on schools generally including Calwell - noting the other schools experiencing problems this week

We also need to work on the response to the private members' motion as a separate piece (which I know is underway)

I will send a separate email re other materials required for LA on other matters.

Thanks KH

Katy Haire | Education Directorate
02 6205 9158 | Katy.Haire@act.gov.au

From: [Short, Paul](#)
To: [Haire, Katy](#); [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#)
Cc: [Larkin, Lyn](#); [DGEDUoffice](#); [DDGEDUoffice](#)
Subject: FW: [Media] Calwell High School enquiry
Date: Tuesday, 5 April 2022 8:39:57 AM

OFFICIAL

OFFICIAL

Hi all – fyi this is the final statement provided yesterday by MO to the [REDACTED].

Cheers,
Paul

From: Momber, Louise <Louise.Momber@act.gov.au>
Sent: Monday, 4 April 2022 7:43 PM
To: Short, Paul <Paul.Short@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Walker, Melanie <Melanie.Walker@act.gov.au>; Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Subject: [Media] Calwell High School enquiry

OFFICIAL

Hi Paul

Please find below the final response that went to [REDACTED] a the [REDACTED] this evening.

Chat tomorrow,
Louise

Attributable to Minister Berry:

- There's no doubt that the constantly changing COVID-19 situation is making life difficult for teachers and school staff. Especially in the broader context of the current national teacher shortage.
- But key stakeholders – including unions, principals and the P&C Council – continue to work collaboratively with the Education Directorate to produce the best possible outcomes for our school communities in the face of these ongoing challenges.
- Despite these challenges, we want all of our schools to continue to be safe and supportive environments for staff and students.
- Violent incidents like this are rare in ACT public schools. When they do occur we treat them very seriously.
- The Education Directorate is complying with all WorkSafe ACT requirements.
- In response to the initial incident, the Directorate has directed additional resources into the school to support staff and students, taking immediate action to respond to

the serious issues raised.

- I am receiving regular briefings on the matter.
- I would like to thank teachers, staff, students and families at Calwell High and across all ACT Public Schools for their resilience and support throughout term 1 as we continue to face and respond to any and all COVID-related challenges together.

Attributable to EDU spokesperson:

- The Education Directorate can confirm it has received notices from WorkSafe ACT regarding Calwell High School. The school community can be assured that the Education Directorate will meet its obligations under these notices.
- The Directorate is committed to providing safe learning and work environments for all staff and students. The Education Directorate takes incidents seriously and has formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce.
- Calwell, like all our ACT public schools, has supports in place to help manage complex and challenging behaviours and violence and to tailor an appropriate response when incidents occur.
- We care greatly about all our teachers and school staff. We continue to work very closely with our workforce through their unions to ensure that all our school staff, including principals, feel supported with their work health and safety and general wellbeing.
- Calwell High, like most ACT public schools, has been impacted by COVID-19 cases circulating in the ACT community.
- Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.
- In addition, in response to concerns raised by the AEU ACT Branch and principals regarding COVID-related staff shortages throughout term 1, the Education Directorate has developed a package of workload reduction strategies to ease the burden on schools and staff going into term 2.
- These will continue to be reviewed and refined in consultation with key stakeholders throughout term 2.

(ENDS)

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Cc: [Moriarty, Megan](#); [EDU, EBM P&P](#)
Subject: RE: Calwell HS Riskmans
Date: Tuesday, 5 April 2022 9:27:00 AM

OFFICIAL: Sensitive - Personal Privacy

Thanks for sending through Soph,

There is two separate actions that we need in reference to the below info:

- Action 7 of the incident management team action log was to provide chronology of incidents, riskman entries and school supports. This data, coupled with what Jemma had already provided satisfies this action I believe? Can you confirm? If so – I will consolidate with Jemma’s info and send to Mark/ incident management team and also save in teams file.
- Response to the 155. Will need your advice on how best to present this. Will discuss further when we have a chance.

Thanks

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Sent: Monday, 4 April 2022 9:53 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Moriarty, Megan <Megan.Moriarty@act.gov.au>; EDU, EBM P&P <ebmpp.edu@act.gov.au>
Subject: Calwell HS Riskmans

OFFICIAL: Sensitive - Personal Privacy

Hi Daniel,

In accordance with the Section 155 request: *“Any and all information regarding incidences of violence, harassment or bullying that have occurred and/or been reported at Calwell High School from 1st January 2022 until today 1st April 2022 (including but not limited to incidences relating to student on student violence, student self-harm, student to teacher conflict, student to teacher violence, student to teacher harassment)”* all Riskman reports reviewed.

53 incidents in total pertain to ‘violence’ of some sort. Reports which have been finalised have been downloaded and saved in this location: **G:\HumanResources\HR Strategy\OCCUPATIONAL HEALTH & SAFETY\Calwell High School**
Please let me know if you cant open the folder and I can create a zip file to send to you.

Of the 53 incidents;

- The main theme is students refusing to follow instructions provided by teachers and escalating.
- Incident number 129974 seems to be the initiating incident between [REDACTED] toward [REDACTED]. 7 further reports relate directly to the ensuing critical incident.
- 11 reports relate to parent/family threatening and abusive behaviours
- 9 discrete incidents make reference to students inciting other students to engage in negative behaviours.
- 7 incidents pertain to a student named [REDACTED], 3 reports pertain to a student named [REDACTED], and 1 relating to [REDACTED] who are students [REDACTED]

Happy to talk this through to see if there is a concise way of communicating this data.

Kind regards,
Soph

Sophie Selfe | Director - Work Health and Safety, Early Intervention and Wellbeing

Phone: 02 6207 0290 | Email: sophie.selfe@act.gov.au

People, Safety and Conduct | People and Performance Branch | Education | ACT Government

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

From: [Matthews, David](#)
To: [Parkinson, Andrew](#); [Ackland, Daniel](#)
Subject: RE: Calwell High
Date: Tuesday, 5 April 2022 10:43:59 AM

OFFICIAL

Thanks and noted. Please keep me posted.

Regards
Dave Matthews

From: Parkinson, Andrew <Andrew.Parkinson@act.gov.au>
Sent: Monday, 4 April 2022 4:39 PM
To: Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: Fw: Calwell High

OFFICIAL

David / Daniel

update about improvement notice actions below. 3 of 5 items were addressed on last week. The remaining 2 are on track to be complete withing the 14 day period WorkSafe required.

Regards

Andrew Parkinson | Executive Branch Manager

Infrastructure & Capital Works | Education Directorate | **ACT Government**

Phone 02 6205 4593 | **Mobile 0478 301 085**

220 London Circuit, Civic | www.act.gov.au

Dhawura nguna, dhawura Ngunnawal

From: Hunter, Stuart <Stuart.Hunter@act.gov.au>
Sent: Monday, 4 April 2022 14:05
To: Parkinson, Andrew <Andrew.Parkinson@act.gov.au>
Cc: Kidman, Fiona <Fiona.Kidman@act.gov.au>
Subject: RE: Calwell High

OFFICIAL

Andrew,

Update is as follows:

Improvement Notice now in effect for the issues around fire equipment. Notice was issued verbally at 11:02am 31/3/22

- Fire Hose Reel cupboards have been locked to prevent students from tampering with the equipment. Note – the hose reels themselves have been decommissioned however the cupboards are housing the fire extinguishers.
 - ACTION – locks must be removed to ensure accessibility to the fire extinguishers
 - DUE COB 31/3/22
 - STATUS – complete, photographic evidence collected and forwarded by Sophie Selfe to WorkSafe

- Some fire Extinguishers have been cable-tied into the metal housing/cabinets
 - ACTION – cable ties must be removed to ensure unimpeded accessibility to the extinguishers
 - DUE COB 31/3/22
 - STATUS – complete, photographic evidence collected and forwarded by Sophie Selfe to WorkSafe

- Query regarding the number/location of fire equipment
 - ACTION – all identified locations where extinguishers should be must be in place
 - DUE COB 31/3/22
 - STATUS – Pyrosolv have attended site and replaced any missing extinguishers. This has been included in a report from the contractor to Sophie Selfe.

- Signage does not consistently correspond to the location of the equipment I,e, the signs indicate locations of fire hose reels which are no longer in situ.
 - ACTION – signage must be reviewed and corrected
 - DUE: 14 days
 - STATUS: A work order will be issued once the permanent management solution is finalised and within the nominated timeframe.

- Emergency maps are not accurate as they still indicate fire equipment which is no longer in situ
 - ACTION – all maps across campus must be updated
 - DUE: 14 days
 - STATUS: This process was underway prior to the site visit. Contractor has been engaged and is developing the new plans. These are due to be complete and installed within the nominated timeframe.

Regards,

Stuart Hunter | A/Senior Director, School Infrastructure Management
Phone: +61 2 6207 8831 | Mobile: 0478 488 885 | Email: stuart.hunter@act.gov.au
Infrastructure & Capital Works | Education | ACT Government
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Parkinson, Andrew <Andrew.Parkinson@act.gov.au>
Sent: Monday, 4 April 2022 1:37 PM
To: Hunter, Stuart <Stuart.Hunter@act.gov.au>
Subject: Fw: Calwell High

OFFICIAL

FYI - I'm in a meeting but will call after

Andrew Parkinson | Executive Branch Manager

Infrastructure & Capital Works | Education Directorate | **ACT Government**

Phone 02 6205 4593 | **Mobile 0478 301 085**

220 London Circuit, Civic | www.act.gov.au

Dhawura nguna, dhawura Ngunnawal

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 13:35
To: Parkinson, Andrew <Andrew.Parkinson@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: RE: Calwell High

OFFICIAL

Are we currently compliant?

Can we furnish evidence that we have met the requirements of the Worksafe notice?

Thanks
Dave Matthews

From: Parkinson, Andrew <Andrew.Parkinson@act.gov.au>
Sent: Monday, 4 April 2022 12:49 PM
To: Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: Re: Calwell High

OFFICIAL

Hi all

The "fire mapping" is the update of the fire plans showing locations of extinguishers, hose reels etc.

The final approval by the fire brigade of the updated locations is expected this week (Note: Fire Brigade had already issued interim approval before last week)

The plans will be updated after that and provided to WorkSafe within the 14 days they gave the directorate to respond.

Regards

Andrew Parkinson | Executive Branch Manager

Infrastructure & Capital Works | Education Directorate | **ACT Government**

Phone 02 6205 4593 | **Mobile 0478 301 085**

220 London Circuit, Civic | www.act.gov.au

Dhawura nguna, dhawura Ngunnawal

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 11:01
To: Parkinson, Andrew <Andrew.Parkinson@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: FW: Calwell High

OFFICIAL

Does this mean that fire safety works at Calwell won't proceed this week?

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Monday, 4 April 2022 9:32 AM
To: Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: FW: Calwell High

Fyi also

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Monday, 4 April 2022 9:29 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Subject: FW: Calwell High

OFFICIAL

FYI, likely already discussed this morning.

From: EDU, EBM P&P <ebmpp.edu@act.gov.au>
Sent: Monday, 4 April 2022 9:22 AM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>
Subject: FW: Calwell High

OFFICIAL

FYI

Molly McKay | Executive Officer to Daniel Ackland, Executive Branch Manager People and Performance
Phone: 02 6207 2736 | Email: molly.mckay@act.gov.au
People and Performance Branch | Education Directorate | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Taylor, Sharon <Sharon.Taylor@act.gov.au>
Sent: Monday, 4 April 2022 9:07 AM
To: Laurent, Kristen <Kristen.Laurent@act.gov.au>; Allen, Tracey <Tracey.Allen@act.gov.au>; Harwood, Daniel <Daniel.Harwood@act.gov.au>
Cc: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>
Subject: Calwell High

OFFICIAL

Good Morning All

I have been advised by Stuart Hunter that “Ferst” will be conducting the fire mapping during the school holidays.

At this stage I have cancelled [REDACTED] and we will not need to attend Calwell High School today.

If you have any questions please let me know

Thank you

Sharon

Sharon Taylor

Security & Emergency Management Officer

Ph: 02 6205 9701 | e: sharon.taylor@act.gov.au | EDUSecurityandEmergency@act.gov.au

**Risk, Security and Emergency Management Section | Governance and Community Liaison Branch
Education Directorate | ACT Government**

Level 4, 220 London Cct, CANBERRA CITY ACT 2601 | GPO Box 158 CANBERRA ACT 2601

www.act.gov.au



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

From: [Momber, Louise](#)
To: [Larkin, Lyn](#); [Hobbs, Rebecca](#)
Cc: [EDU Media](#); [Short, Paul](#); [DDGEDUoffice](#); [DGEDUoffice](#)
Subject: RE: FOR CLEARANCE: Calwell High parent letter
Date: Tuesday, 5 April 2022 10:52:23 AM

Thanks Lyn
I'll get this cleared ASAP.
Lou

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Tuesday, 5 April 2022 10:38 AM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Momber, Louise <Louise.Momber@act.gov.au>
Cc: EDU Media <EDU.Media@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: FOR CLEARANCE: Calwell High parent letter
Importance: High

OFFICIAL

Hi Bec and Louise, please find attached for urgent clearance a letter to Calwell High parents to go out today. This has been cleared by DDG Jane Simmons.
Warm regards

Lyn Larkin | Senior Director Communications and Engagement
Phone: +61 2 6205 0837 | Email: lyn.larkin@act.gov.au
Communications and Engagement | Education | ACT Government
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Draft parent letter – Calwell High School

Dear parents and carers

As we head into the school holidays at the end of the week, Calwell High would like to thank all of our families, students and staff for the way you've supported one another throughout term 1.

As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations and in recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts.

As you were previously advised, on 24 March 2022 there was a serious incident at our school including students and staff. Violent incidents like this are very rare in ACT public schools and when they do occur, we treat them very seriously as we have done in this instance. All impacted students and staff are being supported by the school and the Education Directorate.

Our principal is currently on leave and I am currently acting as principal with the additional support of Wanniasa School principal, Kate Marshall, for the remainder of the term.

We care greatly about all of our teachers and school staff. We continue to work very closely with our teaching workforce to ensure that all our school staff, including principals, feel supported with their work health and safety, and general wellbeing.

WorkSafe ACT attended the school on 31 March and following the visit the Education Directorate received notices regarding a number of matters at the school, related to the incident, including staffing levels and the need to update fire safety plans.

We can assure you that we will meet our obligations under these notices and are committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are satisfied.

As part of our compliance with our WorkSafe obligations, Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports continue to be provided to staff and students during this time.

Your patience and kindness is appreciated at this time. Please contact our front office staff via phone 6142 1900 or email info@calwellhs.act.edu.au if you have any questions, but be mindful that they are dealing with a large number of queries at this time and it may take time for them to respond.

Kind regards
Natalie Dickie
Acting Principal
5 April 2022

From: [Dickie, Natalie \(ACTEDU\)](#)
To: [REDACTED]
Subject: Parent Letter re Yr 7 and 8 remote learning week 10
Attachments: [image001.png](#)
[Parent letter Calwell High Years 7-8.pdf](#)

OFFICIAL

Dear [REDACTED],

Attached is the letter sent to families. It was send Friday night about 8pm and was suppose to go to all families. It was only discovered yesterday afternoon (after talking to you) that it only went to year 7 and 8 families.

Thanks for all your support.

Natalie Dickie | Deputy Principal
Calwell High School | Education Directorate | ACT Government
111 Casey Crescent Calwell ACT 2905 | <http://www.calwellhs.act.edu.au>
(02) 6142 1930



Parent letter Years 7-8 Calwell High - remote learning in week 10

Dear parents and carers

I'd like to thank all of our families, students and staff for the way you've supported one another throughout term 1. As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations.

In recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts, and other challenges associated with maintaining a safe learning environment for all students and staff.

We have unfortunately reached a point where our school is unable to run our normal face to face learning programs for Years 7 and 8 for the last week of term – Monday 4 to Friday 8 April 2022.

The remote learning program will be communicated to students on Google Classroom. Teachers will be uploading a weekly program on Google classrooms at the beginning of week 10 and will provide clear instructions regarding learning material and activities. Students are encouraged to use the beginning of the week to complete any existing learning tasks on the Google Classroom.

Children of essential workers and vulnerable children will still be able to attend school and be supervised while accessing the same remote learning program. Where possible we encourage you to support your child to access their remote learning from home. Please confirm via email to info@calwellhs.act.edu.au if your child will still be attending school during this remote learning period.

Our planned excursions will go ahead next week and below is an overview of the week for each year level.

	Year 7	Year 8
Monday	Big Day Out At Birrigai	Remote Learning
Tuesday	Remote Learning	Big Day Out At Birrigai
Wednesday	Remote Learning	BFIRM Adventure Day
Thursday	Remote Learning	Remote Learning
Friday	Remote Learning	Remote Learning

We apologise for the inconvenience this temporary remote learning period will cause our families and thank you for your understanding.

Your patience and kindness is appreciated. Please contact our front office staff via phone or email info@calwellhs.act.edu.au if you have any questions, but please be mindful that they are dealing with a large number of queries at this time and it may take time for them to respond.

Regards

Natalie Dickie

Acting Principal

From: [Foote, Robert](#)
To: [Huxley, Mark](#); [Norton, Sue](#); [Ackland, Daniel](#); [Seton, Sam](#); [Watson, Sarah](#); [Short, Paul](#); [Selfe, Sophie](#); [Toogood, Tim](#); [Matthews, David](#); [Laurent, Kristen](#); [Moriarty, Megan](#); [Fisher, Justine](#)
Cc: [EGMSIoffice](#); [EDU, EGMBSG](#)
Subject: RE: Calwell HS Coordination Meeting - DRAFT actions and notes
Date: Tuesday, 5 April 2022 12:30:06 PM

OFFICIAL

Good afternoon

Below are the actions arising out to today's meeting – please let me know if there are any issues.

MAJOR FOCUS FOR THE WEEK - land the WorkSafe approach to enable staff consultation before the end of week 10.

Focus for 5 April Caveat brief – update from the school, engagement approach with WorkSafe and Unions and confirmation around 24 March not being a notifiable incident.

- 16 P&P need to verify some of the 'factual elements' that have appeared in the reporting of the situation School (SN and KM) 5-Apr-22
- 17 Media and Comms to develop advice in relation to what collapsed classes means to inform narrative and discussions Media and Comms (PS) 5-Apr-22
- 18 Provide details to TT of a 2021 Riskman entry in relation to three PE classes that were collapsed Student Engagement (SaSe) 5-Apr-22
- 19 CPSU have requested access to admin staff at school - to be supported by School. MH and DM to be advised once arranged School (SN and KM) 5-Apr-22
- 20 EAP clinician being arranged to be onsite 0900-1500 each day this week People and Performance (JF) 5-Apr-22
- 21 Outline of how we will meet the requirements of the WorkSafe notices to be developed - this will include who will need to be involved DM and People and Performance (DA and SoSe) 5-Apr-22
- 22 Advice on what documents are required to be provided as part of the S155 (?S171?) component of WorkSafe process People and Performance (DA and SoSe) 5-Apr-22
- 23 Need to ensure that there is clear advice in 5 April Caveat brief that 24 March incident was not a notifiable incident People and Performance (DA and DM) 5-Apr-

22

Regards

Robert Foote | a/g Executive Officer to Mark Huxley

Office of Executive Group Manager School Improvement

P 02 6207 6632 | Email: EGMSIoffice@act.gov.au

Education Directorate| **ACT Government**

GPO Box 158 Canberra ACT 2601| www.act.gov.au

From: Foote, Robert

Sent: Monday, 4 April 2022 2:38 PM

To: Huxley, Mark <Mark.Huxley@act.gov.au>; Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>; Toogood, Tim <Tim.Toogood@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Laurent, Kristen <Kristen.Laurent@act.gov.au>

Cc: EGMSlooffice <EGMSlooffice@act.gov.au>; EDU, EGMSBG <EGMSBG.EDU@act.gov.au>

Subject: Calwell HS Coordination Meeting - DRAFT actions and notes

OFFICIAL

Afternoon all

Draft actions below – please let me know if you have any feedback/amendments by COB.

Attendees - David Matthews, Mark Huxley, Sam Seton (SaSe), Kristen Laurent, Daniel Ackland, Sarah Watson, Todd Brazier, Tim Toogood, Brooke James, Lyn Larkin, Paul Short, Sophie Selfe (SoSe), Sue Norton, Kate Marshall, Robert Foote

Actions

1. Provide advice on establishing appropriate governance for the situation **(KL)**
2. Communications to school community today in relation to remote learning, telehealth for students **(SN, KM and PS)**
3. Need to ensure that school staff are released to access EAP if they wish to **(SN and KM)**
4. Provide advice status of school board nominees and Board Chair **(KL)**
5. Co-ordinate OVRA in response to incident on 24/3 **(SaSe and SN)**
6. Issue – Psychosocial risk assessment at a school level. How would we do this? Could we use the WS prohibition and map against that with consultation with smaller number of staff

7. Engage with WS inspectors to address immediate issues to have prohibition lifted **(DM and DA)**
8. Draft the chronology of incidents, Riskman entries and school supports **(TT)**. P&P **(through DA)** to provide information on supports they have provided
9. P&P to provide chronology to TT of branch sub-committee events – motion and correspondence from that time **(DA)**
10. Confirm who is best to attend meetings with AEU and CPSU to provide advice on what is happening on the ground **(MH and DM)**
11. Chronology of feedback and complaints related to school to be provided to TT **(KL)**
12. Planning to start about adjustments needed to the support plan for start of T2 and ongoing SO to assist **(SN and KM)**
13. Media and Comms developing talking points on incident from 24th and issues in the prohibition notice **(LL)**. A copy to be provided to Feedback and Complaints.
14. Send LL caveat brief on incident on 24/3 **(RF DONE)**
15. Daily caveat to MO to be drafted (cut-off 4pm for information from workstreams) for approval by DDG **(TT)**.
16. P&P to develop an employer statement to ensure people do not feel any adverse impact as a result of situation
17. P&P to do a wellbeing check in on [REDACTED] **(DA)**
18. Advise finance team that school cannot do end of month reports and see what support are available **(RF)**
19. Daily meeting to be scheduled with attendees **(RF)**
20. Teams Group to be setup to support incident management process **(SW)**

Actions that have taken place/notes

- Staff briefing at 8:30am Monday 4/4. Including offering staff further debriefing and EAP are onsite
- EAP have been briefed on incident
- Less than 10 students across year 7 and 8
- No community concerns

- Only 6 staff away today
- Talked to staff about repaying planning time. Who can be paid back and not paid back – really transparent with staff. Additional time for planning and respite was discussed.
- Sue has tried to contact school board chair [REDACTED]
- Both unions have been notified of WS notice
- [REDACTED]

Regards

Robert Foote | a/g Executive Officer to Mark Huxley

Office of Executive Group Manager School Improvement

P 02 6207 6632 | Email: EGMSIOffice@act.gov.au

Education Directorate| **ACT Government**

GPO Box 158 Canberra ACT 2601| www.act.gov.au

From: [Larkin, Lyn](#)
To: [Huxley, Mark](#); [Simmons, Jane](#); [DDGEDUoffice](#)
Cc: [Short, Paul](#); [Ackland, Daniel](#); [EDU Media](#); [EDU, EGMSG](#)
Subject: RE: FOR YOUR CLEARANCE: Draft DG message for schools staff re Calwell and COVID-19
Date: Tuesday, 5 April 2022 12:54:17 PM

OFFICIAL

Good pick up, thanks Mark. I'll fix. Do you want to discuss the planned email with Sue and Kate out at Calwell?

Warm regards

Lyn

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Tuesday, 5 April 2022 12:31 PM
To: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: Short, Paul <Paul.Short@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: RE: FOR YOUR CLEARANCE: Draft DG message for schools staff re Calwell and COVID-19

Hi all. First line – It's the last week of term. No more weeks please.

Cheers

Mark

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Tuesday, 5 April 2022 12:27 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: Short, Paul <Paul.Short@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: FOR YOUR CLEARANCE: Draft DG message for schools staff re Calwell and COVID-19

OFFICIAL

Hi Jane,

Please find attached for your clearance, a draft DG message for school staff about Calwell High and COVID-19 pressures on schools. David Matthews has cleared the attached.

Warm regards

Lyn Larkin | Senior Director Communications and Engagement
Phone: +61 2 6205 0837 | Email: lyn.larkin@act.gov.au
Communications and Engagement | Education | ACT Government
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Draft DG Message – Calwell High School and Staff and Student Safety

Dear colleagues

As we enter the last two weeks of term, I'd like to acknowledge the impact COVID-19 transmission in the community has had on staff, students and our ACT public schools so far this year. Firstly, I want to thank you for the way you have all gone above and beyond to try and minimise disruption for our students. You have done everything we've come to expect - you have been creative, innovative and always put the needs of our students first.

Many of you may have received information about, or seen media stories on, Calwell High School today. I think it important to step out what is happening at the school and what the Education Support Office (ESO) is doing to support staff and students at the school, and across our ACT public schools more broadly, around the staffing impacts of COVID-19.

Calwell High, like most of our schools, has been managing workforce shortages this term as staff need to isolate due to being household contacts of someone with COVID-19, or contracting it themselves.

At the start of the year, in consultation with principals and unions, the ESO established a centralised staff relief pool, and developed comprehensive plans to support schools with higher staff absences. Several ACT public schools have now moved some cohorts of students to temporary remote learning, including Macgregor Primary School, Gordon Primary School and Namadgi School.

WorkSafe ACT attended the school on 31 March and following the visit the Education Directorate received notices regarding a number of matters at the school, related to a recent incident, staffing levels and the need to update fire safety plans. We are committed to working with WorkSafe ACT to implement necessary actions. Wellbeing supports are being provided to staff and students during this time.

We care greatly about all our teachers and school staff. We continue to work very closely with our teaching workforce, through our school principals, to ensure that all staff feel supported with their work health and safety, and general wellbeing.

If you have any health and safety questions or concerns, I would strongly encourage you to raise them with your supervisor or principal or seek [direct assistance](#) from the ESO.

I know that term 1 has been particularly difficult for many staff. COVID-19 has worn down many of our physical and mental reserves. Whether you work in the Directorate, or at one of our schools, we are here to support you. If you require assistance, please reach out to your supervisor, or to our free staff counselling services. You can find more information about our [EAP services](#) on ConnectED.

Kind regards

Katy Haire, Director-General

From: [Larkin, Lyn](#)
To: [DGEDUoffice](#)
Cc: [Short, Paul](#); [EDU Media](#)
Subject: Re: FOR CLEARANCE: Draft DG email to staff on Calwell and COVID-19 staffing impacts
Date: Tuesday, 5 April 2022 1:47:09 PM

Thank you!

Get [Outlook for iOS](#)

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> on behalf of DGEDUoffice <DGEDUoffice@act.gov.au>
Sent: Tuesday, April 5, 2022 1:28:20 PM
To: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Cc: Short, Paul <Paul.Short@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Subject: FW: FOR CLEARANCE: Draft DG email to staff on Calwell and COVID-19 staffing impacts

Hi Lyn

Please see below Katy's approval noting amendments discussed with you for your records.

Cheers
KR

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Tuesday, 5 April 2022 1:24 PM
To: DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: RE: FOR CLEARANCE: Draft DG email to staff on Calwell and COVID-19 staffing impacts

OFFICIAL

Approved with changes as discussed with Lyn

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Tuesday, 5 April 2022 1:00 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: FOR CLEARANCE: Draft DG email to staff on Calwell and COVID-19 staffing impacts

Hi K

For your approval.

KR

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Tuesday, 5 April 2022 12:58 PM
To: DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: Short, Paul <Paul.Short@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Subject: FOR CLEARANCE: Draft DG email to staff on Calwell and COVID-19 staffing impacts

OFFICIAL

Hi Courtney, please find attached for Katy's clearance a DG message for school staff on Calwell and COVID-19 staffing impacts. This has been cleared by David and Jane. We are proposing to send this out to school based staff via email, however, we could also include it in the Tuesday all staff email, if Katy would like to send to all staff. That email usually goes out at 2pm.
Warm regards

Lyn Larkin | Senior Director Communications and Engagement
Phone: +61 2 6205 0837 | Email: lyn.larkin@act.gov.au
Communications and Engagement | Education | ACT Government
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Draft DG Message – Calwell High School and Staff and Student Safety

Dear colleagues

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Many of you may have received information about, or seen media stories on, Calwell High School today. I think it important to step out what is happening at the school and what the Education Support Office (ESO) is doing to support staff and students at the school, and across our ACT public schools more broadly, around the staffing impacts of COVID-19.

Calwell High, like most of our schools, has been managing workforce shortages this term as staff need to isolate due to being household contacts of someone with COVID-19, or contracting it themselves.

At the start of the year, in consultation with principals and unions, the ESO established a centralised staff relief pool, and developed comprehensive plans to support schools with higher staff absences. Several ACT public schools have now moved some cohorts of students to temporary remote learning, including Macgregor Primary School, Gordon Primary School and Namadgi School.

WorkSafe ACT attended the school on 31 March and following the visit the Education Directorate received notices regarding a number of matters at the school, related to a recent incident, staffing levels and the need to update fire safety plans. We are committed to working with WorkSafe ACT to implement necessary actions. Wellbeing supports are being provided to staff and students during this time.

We care greatly about all our teachers and school staff. We continue to work very closely with our teaching workforce, through our school principals, to ensure that all staff feel supported with their work health and safety, and general wellbeing.

If you have any health and safety questions or concerns, I would strongly encourage you to raise them with your supervisor or principal or seek [direct assistance](#) from the ESO.

I know that term 1 has been particularly difficult for many staff. COVID-19 has worn down many of our physical and mental reserves. Whether you work in the Directorate, or at one of our schools, we are here to support you. If you require assistance, please reach out to your supervisor, or to our free staff counselling services. You can find more information about our [EAP services](#) on ConnectED.

Kind regards
Katy Haire, Director-General

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Cc: [EDU, EBM P&P](#); [Moriarty, Megan](#)
Subject: RE: Dotties
Date: Tuesday, 5 April 2022 1:54:00 PM

OFFICIAL

Thanks Soph,

Molly these are approved

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Sent: Tuesday, 5 April 2022 1:51 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Moriarty, Megan <Megan.Moriarty@act.gov.au>
Subject: Dotties

OFFICIAL

- The incident which occurred on the 24th March 2022 did not meet the legislative criteria of a notifiable incident in accordance with sections 35-37 of the Work Health and Safety Act 2011.
- Subsequently there was not a statutory requirement to notify WorkSafe ACT (the regulator) in accordance with section 38 of Work Health and Safety Act 2011.
- On the 30th March 2022, Director WHS for Education (S.Selfe) noted a Riskman report had erroneously been marked as notifiable, thus sending an automated message to WorkSafe.
- Director WHS phoned Senior Director for WorkSafe ACT (R. Alford) to advise that the incident, whilst serious nature, is not Notifiable but is being managed as a priority by the school and the Directorate.

Kind regards,
Soph

Sophie Selfe | Director - Work Health and Safety, Early Intervention and Wellbeing
Phone: 02 6207 0290 | Email: sophie.selfe@act.gov.au
People, Safety and Conduct | People and Performance Branch | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

From: [Haire, Katy](#)
To: [DGEDUoffice](#)
Subject: Re: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618
Date: Tuesday, 5 April 2022 2:42:13 PM

Approved

Katy Haire | Education Directorate
02 6205 9158 | Katy.Haire@act.gov.au

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> on behalf of DGEDUoffice <DGEDUoffice@act.gov.au>
Sent: Tuesday, April 5, 2022 2:40:10 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618

Good afternoon Ben

Thank you for your time over the phone this afternoon.

I can confirm that the attached Improvement Notices have been received by the Education Directorate and a response will be provided to you and Ms O'Connor accordingly.

Best wishes
Katy

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: [Seton, Sam](#)
To: [Toogood, Tim](#); [Godwin, Rose](#)
Subject: Re: RISKMAN Data Calwell HS - 2020 to present
Date: Tuesday, 5 April 2022 2:53:25 PM
Attachments: [image001.jpg](#)
[image002.png](#)

Hi

I have completed a separate caveat to answer MO. queries re individual students. Rose will send a drop copy to school Ops. As this is student info think it should be separate.

Otherwise - no other updates from me.

Thanks
 Sam Seton | Executive Branch Manager
 Phone: 6205 7029 | sam.seton@act.gov.au
 Student Engagement
 Education Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601

From: Toogood, Tim <Tim.Toogood@act.gov.au>

Sent: Tuesday, April 5, 2022 2:49:27 PM

To: Seton, Sam <Sam.Seton@act.gov.au>

Subject: RE: RISKMAN Data Calwell HS - 2020 to present

Sorry Sam, no one else had used the Teams yet, I should have checked. Thanks that info is great. Do you have any dot points for the caveat brief?

Thanks,

Tim Toogood

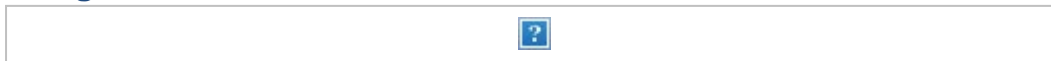
Director School Operations

Phone: 0468514690 Email: tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government

**Hedley Beare Centre for Teaching and Learning Stirling | GPO Box 158
 Canberra ACT 2601**

**www.education.act.gov.au | Facebook | Twitter | Instagram | LinkedIn |
 Google+**



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.

From: Seton, Sam <Sam.Seton@act.gov.au>

Sent: Tuesday, 5 April 2022 12:33 PM

To: Toogood, Tim <Tim.Toogood@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>

Subject: RE: RISKMAN Data Calwell HS - 2020 to present

Hi Tim

I have placed data for 2021 to now in the teams drive in the student wellbeing folder. Can you please have a look and let me know if that if all you need.

Kind regards

Sam Seton | Executive Branch Manager
 Phone 02 62057196 | sam.seton@act.gov.au
Student Engagement
 Education Directorate| **ACT Government**

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Toogood, Tim <Tim.Toogood@act.gov.au>

Sent: Tuesday, 5 April 2022 12:29 PM

To: Seton, Sam <Sam.Seton@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>

Subject: RISKMAN Data Calwell HS - 2020 to present

Hi Sophie and Sam,

Sophie I know we discussed this earlier, so sorry for the repetition.

Can I get the Riskman data from both the OV and WHS perspective? 2020 – present day.

Let me know if there are any barriers.

Cheers,

Tim Toogood

Director School Operations

Phone: 0468514690 Email: tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government

Hedley Beare Centre for Teaching and Learning Stirling |GPO Box 158

Canberra ACT 2601

www.education.act.gov.au | Facebook | Twitter | Instagram | LinkedIn | Google+



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.

From: [Pilicic, Courtney](#) on behalf of [Haire, Katy](#)
To: [Matthews, David](#); [Ackland, Daniel](#); [Simmons, Jane](#); [Huxley, Mark](#); [Short, Paul](#)
Subject: FW: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618
Date: Tuesday, 5 April 2022 2:56:43 PM
Attachments: [Improvement Notice N-0000003618.pdf](#)
[Improvement Notice N-0000003620.pdf](#)

OFFICIAL: Sensitive

Good afternoon all,

Please see attached additional two Improvement Notices received this afternoon.

These are also available in TRIM (FOL22/866).

DGO are currently drafting a caveat brief to the MO.

Kind regards,
Courtney

Courtney Pilicic | A/g Executive Support Officer to Katy Haire, Director-General, Education Directorate

Phone: 6207 8330 | Mobile: 0466 244 210 | Email: courtney.pilicic@act.gov.au

220 London Circuit, Canberra City ACT 2612 | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

From: Haire, Katy
Sent: Tuesday, 5 April 2022 2:53 PM
To: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618

OFFICIAL: Sensitive

Good afternoon Ben

Thank you for your time over the phone this afternoon.

I can confirm that the attached Improvement Notices have been received by the Education Directorate and a response will be provided to you and Ms O'Connor accordingly.

Best wishes
Katy

Katy Haire | Director-General Education Directorate | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

IMPROVEMENT NOTICE

This is an Improvement Notice issued under section 191 of the Work Health and Safety Act 2011

Information

Notice number N-0000003618

Issued By: Meaghan O'Connor ID number:

To whom this notice is issued

Name of registered company or Name of individual: ACT Education Directorate

ABN: 29148723251 Site/workplace: 111 Casey Street Calwell ACT 2905

Location within address of workplace:

Served on: Katy Haire Method of service: Email Date of issue: 05/04/2022

Due date to remedy the contravention or likely contravention: 18/04/2022

Description

The inspector believes the person:

- a) is contravening a provision of this Act; or
- b) has contravened a provision in circumstances that make it likely that the contravention will continue to be repeated; and

The provision that the inspector believes is being or has been contravened is **WHS Acts** Section number - 19

Briefly, how the provision is being, or has been, contravened:

On 31st March 2022 at 09:22 am, I, Inspector O'Connor and Inspector Beaver, attended Calwell High School (111 Casey Crescent Calwell, ACT, 2905), a public High School in the ACT, managed under the ACT Education Directorate. Following completion of the workplace visit and in conjunction with the information received from Calwell High School management and workers, I, Inspector O'Connor formed a reasonable belief that ACT Education Directorate is contravening a provision of the Work Health and Safety Act 2011, Section 19(3)(c), the provision and maintenance of safe systems of work, as well as a provision of the Work Health and Safety Regulations 2011, regulation 38; A duty holder must review and, as necessary, revise control measures implemented under this regulation so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health or safety.

Workers are at risk of psychological and physical injury related to the inadequacy of Calwell High School's current safe system of work in relation to managing the risk of Occupational Violence in the workplace.

On 24th March 2022, an incident involving Occupational Violence occurred at Calwell High School, resulting in physical injuries to at least two workers and one other person, while also exposing others to a risk of psychological injury through exposure to threatening, distressing or traumatic events.

In conjunction with information gathered during enquiries, during discussions with management, and workers at the workplace visit (Reference WPV 00116525), it was identified that teachers and administration staff at this school, are daily, being abused, threatened, sworn at, screamed at, having objects thrown at them, and subjected to sexualised behaviour or some form of violence from students. It was also identified that teachers and administration staff are being subject to physical assaults like intentional pushing or intentional shoulder collisions from the student cohort, and that a growing number of student mobs are forming and displaying a pack mentality in relation to the physical targeting and assault of other students at this school. It was also identified that the collapse and expansion of classes lead some workers having to teach and manage upwards of 50 students at one time.

Workers and other persons who are subjected to occupational and other violence are at increased risk of physical injuries, as well as psychological injuries through increased and prolonged exposure to stress, including from the threat of further harm. In conjunction with high workload and low job control, prolonged exposure to stress may impact safe practices such as the accurate 'counting out'

of tools and scissors at the end of classes, and increase risk-taking or avoidant behaviour, such as not undertaking duties in relation to the management of student conduct for fear of retribution.

Based on my observations, documents reviewed, information from persons at the workplace and employer representatives, I have formed a reasonable belief that there has been a contravention of the Work Health and Safety Act 2011 requiring the issuing of an Improvement Notice.

This Notice may include directions concerning the measures to be taken to remedy the contravention or prevent the likely contravention, or matters or activities causing the contravention or likely contravention to which this notice relates.

The inspector directs you to:

You must ensure so far as is reasonably practicable, by 18/04/2022:

1. Review and revise the current safe system for controlling the risk of Occupational Violence in the workplace.
2. Consult with workers on proposed new safe system of work
3. Provide information, training, and instruction to workers on the new safe system of work
4. Once 1, 2, and 3 have been completed, contact meaghan.o'connor@worksafe.act.gov.au and provide the new safe system of work, including records confirming consultation and training of workers has been conducted.
5. You must display the notice in a prominent position in the workplace.

The inspector recommends that you:

<https://www.worksafe.act.gov.au/health-and-safety-portal/safety-topics/mental-health/work-related-violence-or-aggression>
(there a variety of resources available on this webpage under 'more information')

See over for important information on your rights and responsibilities.

Improvement Notice issued under section 191 of the Work Health and Safety Act 2011 - further information

If you have any questions you may contact the inspector who issued this notice.

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation.

Compliance with direction or notice

The person to whom an improvement notice is issued must comply with the notice within the period specified in the notice.

Maximum penalty:

- (a) in the case of an individual—\$50 000; or
- (b) in the case of a body corporate—\$250 000

Contents of Notice

This Notice may state one or more of the following: (a) a workplace, or part of a workplace, at which the activity is not to be carried out; (b) anything that is not to be used in connection with the activity; (c) any procedure that is not to be followed in connection with the activity (s196(3)).

Directions and recommendations

A direction may refer to a code of practice and may offer the person a choice of ways in which to remedy the contravention (s 204). A Improvement notice may include recommendations. It is not an offence to fail to comply with recommendations in a notice (s205).

Changes to notice by inspector

An inspector may make minor changes to a notice for clarification, to correct errors or references, or to reflect changes of address or other circumstances (s206).

Privacy statement

WorkSafe ACT may obtain personal information about you in connection with this notice. The information may be collected and stored using the powers, and to carry out functions or activities, under the *Work Health and Safety Act 2011* and related work safety laws. Under that Act, the information can be disclosed to other ACT Government agencies or non-government organisations, and other Australian work safety enforcement agencies. WorkSafe ACT is obliged to handle your information openly, transparently and in accordance with the Territory Privacy Principles set out in the *Information Privacy Act 2014*. For more information about how WorkSafe ACT will collect, use, share, and store your personal information and how you can access and correct the information, please see the Privacy Statement at www.act.gov.au/privacy.

Review of this *Work Health and Safety Act* notice

If you have any questions or need more information you may contact the inspector who issued this notice, or email worksafe@act.gov.au.

You, or another person whose interests are affected by the decision, may apply for an internal review of the decision to issue this notice.

A review may be sought within 14 days, or in the case of an improvement notice within the compliance date period specified in the notice, whichever is lesser. You may also make an application for the reviewer to stay the operation of the Improvement notice.

Please ensure you include the notice number in your application for a review, together with the applicant's name and address, and the reason you are seeking the review.

An application for a review can be made in writing to: The Work Health and Safety Commissioner WorkSafe ACT, GPO Box 158 Canberra City ACT 2601 or by email:

worksafe@act.gov.au

You may then seek a review of an internal reviewer's decision in the ACT Civil and Administrative Tribunal (ACAT). Information about that process can be found at

www.acat.act.gov.au.

The decision to issue this notice is also reviewable under the *Administrative Decisions (Judicial Review) Act 1989* on application to the ACT Supreme Court. Further, a person may make a complaint to the ACT Ombudsman about the issue of this notice.

WorkSafe ACT contact details

PO Box 158, Canberra ACT 2601

Email: [Worksafe @act.gov au](mailto:Worksafe@act.gov.au)

Phone: (02) 6207 3000

Fax:(02) 6205 0336.

Translating and Interpreting Service

Phone: 131 450

IMPROVEMENT NOTICE

This is an Improvement Notice issued under section 191 of the Work Health and Safety Act 2011

Information

Notice number N-000003620

Issued By: Meaghan O'Connor ID number:

To whom this notice is issued

Name of registered company or Name of individual: ACT Education Directorate

ABN: 29148723251 Site/workplace: 111 Casey Street Calwell ACT 2905

Location within address of workplace:

Served on: Katy Haire Method of service: Email Date of issue: 05/04/2022

Due date to remedy the contravention or likely contravention: 18/04/2022

Description

The inspector believes the person:

- a) is contravening a provision of this Act; or
- b) has contravened a provision in circumstances that make it likely that the contravention will continue to be repeated; and

The provision that the inspector believes is being or has been contravened is **WHS Acts** Section number - **19**

Briefly, how the provision is being, or has been, contravened:

On 31st March 2021 at 09:22 am, I, Inspector O'Connor and Inspector Beaver, attended Calwell High School (111 Casey Crescent Calwell, ACT, 2905), a public High School in the ACT, managed under the ACT Education Directorate. Following completion of the workplace visit and in conjunction with the information received from Calwell High School management and workers, I, Inspector O'Connor formed a reasonable belief that ACT Education Directorate is contravening a provision of the Work Health and Safety Act 2011,

Section 19(3)(c), the provision and maintenance of safe systems of work.

Workers may be at risk to their health and safety (psychological and physical) through the workplaces inadequate use of current safe systems of work for managing the risks associated with staff shortages and consequent changes to class size arrangements.

In conjunction with information gathered during enquiries, and during discussions with management and workers at the workplace visit (Reference WPV 00116525), it was identified there were regular collapsing of classes due to staff shortages resulting in classes being combined which involve more than 40+ students for 1 teacher. An example of one class collapse was provided where there were around 75 students with only 1 teacher and 1 Learning Support Officer. It was identified that teachers were unable to practice core learning and quality teaching as they were required to devote most of their time to managing student behaviours in overcrowded collapsed classrooms. On one occasion a staff member locked themselves in a cupboard when they became emotionally overwhelmed due to work pressures at the school. Worker absences identified at this point primarily appear to be associated with either COVID-19 or related to workplace stress.

Workers and other persons who are subjected to a combination of consistent high workloads, low levels of job control, high emotional and cognitive demands, and poor practical and emotional support are more likely to be exposed to occurrences of workplace related violence and aggression, exposure to traumatic, distressing, or threatening events, and workplace harassment. Workers subject to these hazards are at an increased risk of exposure to prolonged or extreme levels of stress, leading to fatigue and burnout that may increase the risk of physical and psychological injuries or illness.

The 'class size policy' document accessible on the ACT Education Directorate's website, confirms that this policy applies to all ACT

Public Schools, and section 4.4 states, schools should plan, determine, and manage class sizes that ensure sustainable management of workload. This document confirms that class sizes at Calwell High School should not exceed 32 students for years 7 to 9, and 30 students for year 10. The context for the document recognises “the fundamental contribution of class size to the learning outcomes for students, quality of teaching and the health and wellbeing of teachers”.

The 'Covid-19 Planning for Staff shortages' document also accessible on the ACT Education Directorate's website, confirms that the health and wellbeing impacts on both staff and students should be carefully considered when assessing staffing threshold levels.

Based on my observations, documents reviewed, information from persons at the workplace and employer representatives, I have formed a reasonable belief that that there is a contravention of the Work Health and Safety Act 2011, Section 19(3)(c), requiring the issue of an Improvement Notice.

This Notice may include directions concerning the measures to be taken to remedy the contravention or prevent the likely contravention, or matters or activities causing the contravention or likely contravention to which this notices relates.

The inspector directs you to:

You must ensure so far as is reasonably practicable, by 18/04/2022:

1. Review and revise the application of the current safe system for controlling the risk of worker shortages in the workplace.
2. Consult with workers on proposed new safe system of work.
3. Provide information, training, and instruction to workers on the new safe system of work
4. Once 1, 2, and 3 have been completed, contact meaghan.o'connor@worksafe.act.gov.au and provide the revised safe system of work, its implementation and the plan for monitoring the effectiveness of the system, including records confirming consultation and training of workers has been conducted.
5. You must display the notice in a prominent position in the workplace

The inspector recommends that you:

review the information available on the following webpages:

<https://www.worksafe.act.gov.au/health-and-safety-portal/managing-safety/risk-management>

<https://www.safeworkaustralia.gov.au/doc/model-codes-practice/model-code-practice-how-manage-work-health-and-safety-risks>

See over for important information on your rights and responsibilities.

Improvement Notice issued under section 191 of the Work Health and Safety Act 2011 - further information

If you have any questions you may contact the inspector who issued this notice.

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation.

Compliance with direction or notice

The person to whom an improvement notice is issued must comply with the notice within the period specified in the notice.

Maximum penalty:

- (a) in the case of an individual—\$50 000; or
- (b) in the case of a body corporate—\$250 000

Contents of Notice

This Notice may state one or more of the following: (a) a workplace, or part of a workplace, at which the activity is not to be carried out; (b) anything that is not to be used in connection with the activity; (c) any procedure that is not to be followed in connection with the activity (s196(3)).

Directions and recommendations

A direction may refer to a code of practice and may offer the person a choice of ways in which to remedy the contravention (s 204). A Improvement notice may include recommendations. It is not an offence to fail to comply with recommendations in a notice (s205).

Changes to notice by inspector

An inspector may make minor changes to a notice for clarification, to correct errors or references, or to reflect changes of address or other circumstances (s206).

Privacy statement

WorkSafe ACT may obtain personal information about you in connection with this notice. The information may be collected and stored using the powers, and to carry out functions or activities, under the *Work Health and Safety Act 2011* and related work safety laws. Under that Act, the information can be disclosed to other ACT Government agencies or non-government organisations, and other Australian work safety enforcement agencies. WorkSafe ACT is obliged to handle your information openly, transparently and in accordance with the Territory Privacy Principles set out in the *Information Privacy Act 2014*. For more information about how WorkSafe ACT will collect, use, share, and store your personal information and how you can access and correct the information, please see the Privacy Statement at www.act.gov.au/privacy.

Review of this *Work Health and Safety Act* notice

If you have any questions or need more information you may contact the inspector who issued this notice, or email worksafe@act.gov.au.

You, or another person whose interests are affected by the decision, may apply for an internal review of the decision to issue this notice.

A review may be sought within 14 days, or in the case of an improvement notice within the compliance date period specified in the notice, whichever is lesser. You may also make an application for the reviewer to stay the operation of the Improvement notice.

Please ensure you include the notice number in your application for a review, together with the applicant's name and address, and the reason you are seeking the review.

An application for a review can be made in writing to: The Work Health and Safety Commissioner WorkSafe ACT, GPO Box 158 Canberra City ACT 2601 or by email: worksafe@act.gov.au

You may then seek a review of an internal reviewer's decision in the ACT Civil and Administrative Tribunal (ACAT). Information about that process can be found at www.acat.act.gov.au.

The decision to issue this notice is also reviewable under the *Administrative Decisions (Judicial Review) Act 1989* on application to the ACT Supreme Court. Further, a person may make a complaint to the ACT Ombudsman about the issue of this notice.

WorkSafe ACT contact details

PO Box 158, Canberra ACT 2601

Email: [Worksafe @act.gov au](mailto:Worksafe@act.gov.au)

Phone: (02) 6207 3000

Fax:(02) 6205 0336.

Translating and Interpreting Service

Phone: 131 450

From: [Haire, Katy](#)
To: [Walker, Melanie](#); [Hobbs, Rebecca](#)
Subject: Fwd: Improvement Notice N-0000003618
Date: Tuesday, 5 April 2022 3:03:09 PM
Attachments: [Improvement Notice N-0000003618.pdf](#)

Mel and Bec

As per my text. This will be provided formally to you in a caveat brief this afternoon.

Best wishes KH

Katy Haire | Education Directorate
02 6205 9158 | Katy.Haire@act.gov.au

From: WorkSafe ACT <worksafe@act.gov.au>
Sent: Tuesday, April 5, 2022 2:22:05 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: Improvement Notice N-0000003618

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi,
Please see attached PDFs to view a copy of your Notice.

Inspection number: 00116525
Lead Inspector: Meaghan O'Connor
Company Name: ACT Education Directorate
Notice Number: N-0000003618

For any further information please contact WorkSafe on:
Telephone: (02) 6207 3000
Facsimile: (02) 6205 0336
Email: worksafe@act.gov.au

From: [Haire_Katy](#)
To: [DGEDUoffice](#)
Subject: RE: FOR APPROVAL: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618
Date: Tuesday, 5 April 2022 3:11:00 PM

OFFICIAL: Sensitive

Approved as amended

Please attach the two notices to the caveat

Thank you for the amazing speedy turnaround!

Katy Haire | Director-General **Education Directorate** | ACT Government
 T: +61 2 6205 9158 | E: katy.haire@act.gov.au
 GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Tuesday, 5 April 2022 3:08 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Matthews, David <David.Matthews@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: FOR APPROVAL: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618

Hi K

As discussed, please find attached Caveat Brief for your approval.

KR

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Tuesday, 5 April 2022 2:54 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: RE: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618

OFFICIAL: Sensitive

Good Afternoon Katy,

Thank you for receipt confirmation.

Kind regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
 P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
 Office of the Work Health and Safety Commissioner
 GPO Box 158 Canberra ACT 2601

WORKSAFEACT



ACT
Government

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Tuesday, 5 April 2022 2:53 PM
To: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618

OFFICIAL: Sensitive

Good afternoon Ben

Thank you for your time over the phone this afternoon.

I can confirm that the attached Improvement Notices have been received by the Education Directorate and a response will be provided to you and Ms O'Connor accordingly.

Best wishes
Katy

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: WorkSafe ACT Improvement Notices issued on 5 April 2022
Date: 5 April 2022

- In addition to the WorkSafe ACT Prohibition Notice and Improvement Notice issued to the Education Directorate on Thursday, 31 March 2022, the Directorate has been issued two additional Improvement Notices today, 5 April 2022.
- The Improvement Notices issued noted contraventions to the *Work Health and Safety Act 2011* found by WorkSafe ACT at Calwell High School, as outlined below and attached:
 1. staff members are subjected to occupational violence (OV) provided at Attachment A, and
 2. staffing shortages impacting safety of staff and students provided at Attachment B.
- For Improvement Notice on OV, the Directorate is required to review and revise the current safe system for controlling the risk of OV in the workplace.
- With regard to the Improvement Notice on staffing shortage, the Directorate is required to review and revise the application of the current safe system for controlling the risk of worker shortages in the workplace.
- For both Improvement Notices, the Directorate must consult with workers on proposed new safe system of work and provide information, training, and instruction to workers on the new safe system of work.
- These actions must be addressed by the Directorate as far as is reasonably practicable by 18 April 2022. The Director-General has formally acknowledged the receipt of the Notices on 5 April 2022 advising that the Directorate will action and respond to WorkSafe ACT accordingly.

Signatory Name: Katy Haire
Title: Director-General
Date: 5 April 2022

From: [Ackland, Daniel](#)
To: [Norton, Sue](#); [Marshall, Kate \(ACTEDU\)](#)
Cc: [Huxley, Mark](#); [EGMSIoffice](#); [Moriarty, Megan](#); [Selfe, Sophie](#); [Fisher, Justine](#); [EDU, EBM P&P](#); [Matthews, David](#)
Subject: Improvement Notices
Date: Tuesday, 5 April 2022 3:16:00 PM
Attachments: [Improvement Notice N-0000003618.pdf](#)
[Improvement Notice N-0000003620.pdf](#)

OFFICIAL

Hi Sue and Kate,

As Mark just informed you – please see attached two additional Improvement Notices.

As per the previous two notices, these should be displayed in a prominent location. You should in all likelihood display in the same area the two existing ones are, and notify the staff of them.

Thanks, any questions let me know.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: [Ackland, Daniel](#)
To: [Toogood, Tim](#)
Subject: FW: Dotties
Date: Tuesday, 5 April 2022 3:24:00 PM
Importance: High

OFFICIAL

Wording for Cav Brief

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: EDU, EBM P&P <ebmpp.edu@act.gov.au>
Sent: Tuesday, 5 April 2022 1:56 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: FW: Dotties
Importance: High

OFFICIAL

Hi Catherine,

Below dotties on the notifiable incident as requested, for EGMBSG. Daniel has approved.

Thanks,

Molly McKay | Executive Officer to Daniel Ackland, Executive Branch Manager People and Performance
Phone: 02 6207 2736 | Email: molly.mckay@act.gov.au
People and Performance Branch | Education Directorate | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Selfe, Sophie
Sent: Tuesday, 5 April 2022 1:51 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Moriarty, Megan <Megan.Moriarty@act.gov.au>
Subject: Dotties

OFFICIAL

- The incident which occurred on the 24th March 2022 did not meet the legislative criteria of a notifiable incident in accordance with sections 35-37 of the Work Health and Safety

Act 2011.

- Subsequently there was not a statutory requirement to notify WorkSafe ACT (the regulator) in accordance with section 38 of Work Health and Safety Act 2011.
- The incident triggered internal processes for employee wellbeing responses, student behavioural management and support which are ongoing
- On the 30th March 2022, Director WHS for Education (S.Selfe) noted a Riskman report had erroneously been marked as notifiable, thus sending an automated message to WorkSafe.
- Director WHS phoned Senior Director for WorkSafe ACT (R. Alford) to advise that the incident, whilst serious nature, is not Notifiable but is being managed as a priority by the school and the Directorate.

Kind regards,

Soph

Sophie Selfe | Director - Work Health and Safety, Early Intervention and Wellbeing

Phone: 02 6207 0290 | Email: sophie.selfe@act.gov.au

People, Safety and Conduct | People and Performance Branch | Education | ACT Government

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

Fitzgibbon, Breanna

From: Toogood, Tim
Sent: Tuesday, 5 April 2022 3:48 PM
To: Larkin, Lyn
Subject: RE: Comms for Calwell

OFFICIAL

Thanks Lyn.

Are there any key points you guys want added to the Caveat brief? I have added a point regarding the DG's message being posted on Connect Ed

Tim Toogood**Director School Operations**

Phone: 0468514690 **Email:** tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government

Hedley Beare Centre for Teaching and Learning Stirling | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Tuesday, 5 April 2022 2:34 PM
To: Brazier, Todd <Todd.Brazier@act.gov.au>; Toogood, Tim <Tim.Toogood@act.gov.au>
Cc: EDU Media <EDU.Media@act.gov.au>
Subject: Comms for Calwell

OFFICIAL

Hi guys, sorry been a bit crazy here today. Attached is the DG message that is now live on ConnectED about Calwell and staffing re COVID. We had about a 20 minute turn around on that one, so sorry I didn't get it to you earlier. We are waiting for clearance from the Mins office re the Calwell parent letter and TPs for the school. Will copy you in when we get this.

Just so you know the Minister did a media conference around 1pm and has received at least 6 questions in the Assembly question time on Calwell. Question time is still going.

Warm regards

Lyn Larkin | Senior Director Communications and Engagement

Phone: +61 2 6205 0837 | Email: lyn.larkin@act.gov.au
Communications and Engagement | Education | ACT Government
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: [Short, Paul](#)
To: [Norton, Sue](#); [Huxley, Mark](#)
Cc: [Haire, Katy](#); [Simmons, Jane](#); [Matthews, David](#); [Larkin, Lyn](#)
Subject: Follow up parent letter - Calwell
Date: Tuesday, 5 April 2022 3:49:27 PM
Attachments: [Parent letter Calwell High.docx](#)
Importance: High

OFFICIAL

Hi Sue and Mark – MO has cleared the parent letter as attached, for distribution to Calwell parents as soon as you are able please.

Can I please also get a copy of the final once sent, so I can confirm back with the MO is has gone out?

Cheers,
Paul

Paul Short

Executive Branch Manager, Communications, Engagement & Government Support

Education Directorate | ACT Government

Phone: 02 620 72809 | Mobile: 0408 368 746

www.education.act.gov.au

Draft parent letter – Calwell High School

Dear parents and carers

As we head into the school holidays at the end of the week, Calwell High would like to thank all of our families, students and staff for the way you've supported one another throughout term 1. As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations and in recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts.

As you were previously advised, on 24 March 2022 there was a serious incident at our school including students and staff. This matter has now attracted some media attention. Violent incidents like this are rare in ACT public schools and when they do occur, we treat them very seriously as we have done in this instance. All impacted students and staff are being supported by the school and the Education Directorate.

After this incident, WorkSafe ACT attended the school on 31 March and following the visit the Education Directorate received notices regarding a number of matters at the school, related to the incident, including staffing levels and the need to update fire safety plans.

We can assure you that we will meet our obligations under these notices and are committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are addressed.

As part of our response to the WorkSafe notice, including in relation to our current COVID-related staffing challenges, Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports continue to be provided to staff and students during this time.

Our principal is currently on leave, and I am currently acting as principal with the additional support of Wanniasa School principal, Kate Marshall, for the remainder of the term.

Your patience and kindness are appreciated. Please contact our front office staff via phone on 6142 1900 or email info@calwellhs.act.edu.au if you have any questions, but be mindful that they are dealing with a large number of queries at the moment and it may take time for them to respond.

Kind regards
Natalie Dickie
Acting Principal
5 April 2022

From: [Short, Paul](#)
To: [Hobbs, Rebecca](#)
Cc: [Walker, Melanie](#); [Momber, Louise](#); [Walthati, Harini](#); [Larkin, Lyn](#); [DGEDUoffice](#); [DDGEDUoffice](#); [EDU Media](#)
Subject: RE: Draft parent letter Calwell High V.5 (002)
Date: Tuesday, 5 April 2022 3:50:46 PM

OFFICIAL

Thanks Bec, it's with the school now for distribution. I'll confirm with you once sent.

Cheers,
Paul

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Tuesday, 5 April 2022 3:37 PM
To: Short, Paul <Paul.Short@act.gov.au>
Cc: Walker, Melanie <Melanie.Walker@act.gov.au>; Momber, Louise <Louise.Momber@act.gov.au>; Walthati, Harini <Harini.Walthati@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Subject: Draft parent letter Calwell High V.5 (002)

OFFICIAL

Letter to calwell parents- cleared with changes in tracked

From: [Seton, Sam](#)
To: [Huxley, Mark](#); [Simmons, Jane](#)
Subject: Fwd: Visit to Calwell high school today
Date: Tuesday, 5 April 2022 3:56:18 PM
Attachments: [image001.jpg](#)

FYI

Sam Seton | Executive Branch Manager
Phone: 6205 7029 | sam.seton@act.gov.au
Student Engagement
Education Directorate | ACT Government
GPO Box 158 Canberra ACT 2601

From: Dance, Alex <Alex.Dance@act.gov.au>
Sent: Tuesday, April 5, 2022 3:51:11 PM
To: Seton, Sam <Sam.Seton@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>
Subject: FW: Visit to Calwell high school today

OFFICIAL

FYI – I'll draft a response.
Do you want to look first.
AD

From: Hawkins, Louise (Health) <Louise.Hawkins@act.gov.au>
Sent: Tuesday, 5 April 2022 3:47 PM
To: Dance, Alex <Alex.Dance@act.gov.au>; Gallagher, Tracy <Tracy.Gallagher@act.gov.au>
Cc: Krucler, Elisha (Health) <Elisha.Krucler@act.gov.au>
Subject: Visit to Calwell high school today

OFFICIAL

Good afternoon,

I just wanted to touch base with you as my team visited Calwell high school today and the school did not inform us of any of the current issues before our visit. My staff have since read some of the media and asking why we weren't informed about this before our visit, so I just wanted to touch base with you about this. I understand that it must be a very busy time for the school but disappointed that the school did not mention anything prior to our visit nor when the team arrived this morning.

I know we cannot do anything about this now, but I thought it was important to make you aware of this, in case any other services are due to visit the school over the next few days.

Over the next couple of months, when things have calmed down, it would be to catch up about Calwell as we have had some issues with the program being delivered at this school this year, in terms of lack of support and poor uptake rates, which hopefully we can work together on before we visit again later this year.

Thanks,
Louise

Louise Hawkins | Immunisation Clinical Nurse Manager
Phone 02 5124 1602 | Mobile 0434076099 | Fax (02) 62051591
Child and Adolescent Immunisation Team | Division of Women, Youth & Children Community Health Programs | Canberra Health Services | ACT Government
1 Moore St Canberra ACT | GPO Box 825 Canberra ACT 2601 | www.health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

Logo



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If you receive this message in error, please delete it and notify the sender.

From: [DGEDUoffice](#)
To: [Haire, Katy](#)
Subject: FYI: Draft parent letter Calwell High V.5 (002)
Date: Tuesday, 5 April 2022 4:25:16 PM
Attachments: [Draft parent letter Calwell High V.5 \(002\).docx](#)

OFFICIAL

Katy,

Attached is Bec's approved letter for your information.

Kind regards,
Courtney

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Tuesday, 5 April 2022 3:37 PM
To: Short, Paul <Paul.Short@act.gov.au>
Cc: Walker, Melanie <Melanie.Walker@act.gov.au>; Momber, Louise <Louise.Momber@act.gov.au>; Walthati, Harini <Harini.Walthati@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Subject: Draft parent letter Calwell High V.5 (002)

OFFICIAL

Letter to calwell parents- cleared with changes in tracked

Draft parent letter – Calwell High School

Dear parents and carers

As we head into the school holidays at the end of the week, Calwell High would like to thank all of our families, students and staff for the way you've supported one another throughout term 1. As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations and in recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts.

As you were previously advised, on 24 March 2022 there was a serious incident at our school including students and staff. This matter has now attracted some media attention. Violent incidents like this are rare in ACT public schools and when they do occur, we treat them very seriously as we have done in this instance. All impacted students and staff are being supported by the school and the Education Directorate.

After this incident, WorkSafe ACT attended the school on 31 March and following the visit the Education Directorate received notices regarding a number of matters at the school, related to the incident, including staffing levels and the need to update fire safety plans.

We can assure you that we will meet our obligations under these notices and are committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are **addressed**.

As part of our response to the WorkSafe notice, including in relation to our current COVID-related staffing challenges, Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports continue to be provided to staff and students during this time.

Our principal is currently on leave and I am currently acting as principal with the additional support of Wanniasa School principal, Kate Marshall, for the remainder of the term.

Your patience and kindness is appreciated (**DELETE: at this time**). Please contact our front office staff via phone 6142 1900 or email info@calwellhs.act.edu.au if you have any questions, but be mindful that they are dealing with a large number of queries at **the moment (DELETE: this time)** and it may take time for them to respond.

Kind regards
Natalie Dickie
Acting Principal
5 April 2022

From: [Haire, Katy](#)
To: [Short, Paul](#); [Matthews, David](#); [Burn, Emma](#)
Cc: [DGEDUoffice](#); [EDU, EGMBSG](#); [Simmons, Jane](#)
Subject: RE: FOR ACTION: full list for LA today
Date: Tuesday, 5 April 2022 4:35:00 PM

OFFICIAL: Sensitive

Great work team. Thanks so much for getting these done so quickly this morning.

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Tuesday, 5 April 2022 10:51 AM
To: Haire, Katy <Katy.Haire@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: RE: FOR ACTION: full list for LA today

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Apologies, should have attached them. Here they are for your reference.

Cheers,
Paul

From: Short, Paul
Sent: Tuesday, 5 April 2022 10:43 AM
To: Haire, Katy <Katy.Haire@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: RE: FOR ACTION: full list for LA today

OFFICIAL: Sensitive

Hi all – can confirm the Calwell [REDACTED] QTBs are with the MO now.

[REDACTED]

Cheers,
Paul

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Tuesday, 5 April 2022 7:47 AM
To: Matthews, David <David.Matthews@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>;
Burn, Emma <Emma.Burn@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>;
Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: FOR ACTION: full list for LA today

OFFICIAL: Sensitive

Dear Paul and team

(Jane for visibility)

For 10 am:

- QTB Calwell (updated and expanded as per previous email). Please let me know if you don't have the final approved version edited by MO.

Thanks KH

Katy Haire | Education Directorate
02 6205 9158 | Katy.Haire@act.gov.au

Portfolio: Education and Youth Affairs**Calwell High School Worksafe Improvement Notices****Talking points:****Impact of COVID-19**

- There's no doubt that the constantly changing COVID-19 situation is making life difficult for teachers and school staff. Especially in the broader context of the current national teacher shortage.
- Key stakeholders – including the Australian Education Union, CPSU, principals and the P&C Council – continue to work collaboratively with the Education Directorate to produce the best possible outcomes for our school communities.
- Despite these challenges, we are committed to keeping our schools safe and supportive environments for staff and students.
- With our stakeholders, schools and principals, we have planned for the eventuality of staffing impacts due to COVID-19.
- The health and wellbeing of our staff and students has always been our top priority.
- The Directorate has established a centralised staff relief pool, developed comprehensive plans to support schools with higher absences and, has introduced workload reduction strategies.
- One of the scenarios we planned for in all schools is a switch to temporary remote learning where staff absences prevent normal face-to-face learning from continuing.
- While we know kids learn best in the classroom, these temporary remote learning periods are going to necessary at various stages.
- The Directorate has also built a comprehensive suite of online learning materials which are tailored to year level, and updated weekly.
- Several ACT public schools have now moved some cohorts of students to temporary remote learning, including Macgregor Primary School, Gordon Primary School and Calwell High School.
- I'm aware several non-government schools have also employed temporary remote learning to alleviate workforce pressures this term.
- Parents should expect this strategy to continue throughout the school year, especially as we head into the colder months and anticipate further COVID-19 spikes will impact our workforce.
- COVID-19 is an ongoing and often unpredictable challenge that is impacting all parts of the community. Our schools are not immune, but it's a challenge we anticipated and are well prepared for.

Cleared as complete and accurate: 04/04/2022

Cleared for public release by: Deputy Director-General

Ext:

Contact Officer name:

Ext:

Lead Directorate:

Education

TRIM Ref:

Calwell High School

- In relation to Calwell high School, like so many schools, it has also experienced the impacts of COVID-19 on its workforce.
- As with all schools, the directorate and school leadership have been closely monitoring teacher absences and responding on a daily basis.
- Where needed the school has made local adjustments, and accessed priority relief staff.
- The presence of COVID-19 in the community, and the impact it's had on the school staff has no doubt exacerbated the challenges faced by the school.
- The school also recently experienced a serious violent incident, which was referred to ACT Policing.
- Violent incidents like this are rare in ACT public schools. When they do occur, we treat them very seriously.
- All impacted students and staff are being supported by the school and the Education Support Office.
- I understand that the Australian Education Union asked that WorkSafe ACT attend the school following this incident. That visit took place on 30 March and following the visit, the Directorate received notices from WorkSafe ACT regarding a number of matters at the school.
- The Education Directorate is complying with all WorkSafe ACT requirements.
- In response to the initial incident, the Directorate has directed additional resources into the school to support staff and students, taking immediate action to respond to the serious issues raised.
- I am receiving regular briefings on the matter.
- I would like to thank teachers, staff, students and families at Calwell High and across all ACT Public Schools for their resilience and support throughout term 1 as we continue to face and respond to any and all COVID-related challenges together.
- I care deeply about all of our public school communities and I'm committed to working with our stakeholders, staff, students and families to ensure every school provides safe learning and working environments, where everyone can flourish.

Cleared as complete and accurate: 04/04/2022

Cleared for public release by: Deputy Director-General

Contact Officer name:

Lead Directorate:

TRIM Ref:

Education

Ext:

Ext:

Key Information

- Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.
- A Directorate coordination team has been established to respond to the events at Calwell High School. It will oversee the following four streams of work:
 - **School Supports and Operational Continuity:** Undertake operations at the school this week in line with the WorkSafe order and ensuring a focus on support for wellbeing of staff and students.
 - **Response to the Regulator** - Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way.
 - **Industrial Engagement** – Liaison and engagement with the AEU and CPSU both at the local sub-branch level through to the ACT executive.
 - **Communications and Management** – Coordinate the communications material and messaging to support the school and school community.
- Once supports for the wellbeing of staff and students and operational continuity of learning is in place, a review of the school support plan will be undertaken. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
 - School leadership structure, cohesion and role clarity to implement next steps.
 - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
 - Strengthening the pedagogical support and engagement of students in learning across all learning areas.
 - The delivery model and supports for the small group programs at the site.
 - An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
 - An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.

Background Information

- On 31 March 2022 WorkSafe ACT attended Calwell High School to undertake a workplace inspection in response to information received by WorkSafe regarding issues at the school relating to student incidents and staffing shortages.
- During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
- Improvement Notices were issued to the Directorate on both issues raised.

Cleared as complete and accurate: 04/04/2022
Cleared for public release by: Deputy Director-General Ext:
Contact Officer name: Ext:
Lead Directorate: Education
TRIM Ref:

From: [Seton, Sam](#)
To: [Dance, Alex](#); [Atkins, Jessie](#)
Subject: RE: Visit to Calwell high school today
Date: Tuesday, 5 April 2022 4:58:00 PM
Attachments: [image002.png](#)
[image003.jpg](#)

OFFICIAL

Thank you – happy with that

Sam Seton | Executive Branch Manager
 Phone 02 62057196 | sam.seton@act.gov.au
Student Engagement
 Education Directorate| **ACT Government**
 GPO Box 158 Canberra ACT 2601| www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Dance, Alex <Alex.Dance@act.gov.au>
Sent: Tuesday, 5 April 2022 4:43 PM
To: Seton, Sam <Sam.Seton@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>
Subject: RE: Visit to Calwell high school today

OFFICIAL

Hi Lou,

I'm terribly sorry you weren't informed of the issues at Calwell High prior to attending. Our team were not aware of what had occurred and so had not been able to connect that information with your team being onsite today.

We have a small number of schools where there are staffing impacts and a need to shift to remote learning provision. I think it would be worth looking at the schedule for the remainder of this term and tracking any COVID or other issues that might impact your work and more broadly the impacts for any CHS staff delivering programs onsite in schools.

Regarding issues at Calwell, let's make a time to discuss and we can later reach out to the school to see if we can assist with boosting engagement with the program.

Kind regards,

Alex

From: Seton, Sam <Sam.Seton@act.gov.au>
Sent: Tuesday, 5 April 2022 3:56 PM
To: Dance, Alex <Alex.Dance@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>
Subject: Re: Visit to Calwell high school today

Yes please

Sam Seton | Executive Branch Manager
 Phone: 6205 7029 | sam.seton@act.gov.au
 Student Engagement
 Education Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601

From: Dance, Alex <Alex.Dance@act.gov.au>
Sent: Tuesday, April 5, 2022 3:51:11 PM
To: Seton, Sam <Sam.Seton@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>

Subject: FW: Visit to Calwell high school today

OFFICIAL

FYI – I'll draft a response.
Do you want to look first.
AD

From: Hawkins, Louise (Health) <Louise.Hawkins@act.gov.au>
Sent: Tuesday, 5 April 2022 3:47 PM
To: Dance, Alex <Alex.Dance@act.gov.au>; Gallagher, Tracy <Tracy.Gallagher@act.gov.au>
Cc: Krucler, Elisha (Health) <Elisha.Krucler@act.gov.au>
Subject: Visit to Calwell high school today

OFFICIAL

Good afternoon,

I just wanted to touch base with you as my team visited Calwell high school today and the school did not inform us of any of the current issues before our visit. My staff have since read some of the media and asking why we weren't informed about this before our visit, so I just wanted to touch base with you about this. I understand that it must be a very busy time for the school but disappointed that the school did not mention anything prior to our visit nor when the team arrived this morning.

I know we cannot do anything about this now, but I thought it was important to make you aware of this, in case any other services are due to visit the school over the next few days.

Over the next couple of months, when things have calmed down, it would be to catch up about Calwell as we have had some issues with the program being delivered at this school this year, in terms of lack of support and poor uptake rates, which hopefully we can work together on before we visit again later this year.

Thanks,
Louise

Louise Hawkins | Immunisation Clinical Nurse Manager
Phone 02 5124 1602 | Mobile 0434076099 | Fax (02) 62051591
Child and Adolescent Immunisation Team | Division of Women, Youth & Children Community Health Programs | Canberra Health Services | ACT Government
1 Moore St Canberra ACT | GPO Box 825 Canberra ACT 2601 | www.health.act.gov.au

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If you receive this message in error, please delete it and notify the sender.

From: [DDGEDUoffice](#)
To: [DDGEDUoffice](#)
Subject: FOR CLEARANCE: Calwell HS incident - updated Caveat Brief
Date: Tuesday, 5 April 2022 5:26:33 PM
Attachments: [image001.png](#)
[CAVEAT BRIEF update - Calwell High School Incident.docx](#)
[SCHOOL MANAGEMENT - Security - S G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022 - 2022.tr5](#)

OFFICIAL: Sensitive - Personal Privacy

Hi Jolene

Please find attached to go to Jane. Sorry this isn't in trim yet I just want to make sure the attached container is the right one.

Thanks

Sarah

From: Seton, Sam <Sam.Seton@act.gov.au>
Sent: Tuesday, 5 April 2022 1:58 PM
To: Godwin, Rose <Rose.Godwin@act.gov.au>
Subject: For Trim

OFFICIAL: Sensitive - Personal Privacy

Hi Rose

Could you please TRIIM this and then clear through to DDG office with a drop copy for School Improvement. It may be worth talking to school ops to see if there is a container setup for all of these related briefs.

Thank you

Sam Seton | Executive Branch Manager
Phone 02 62057196 | sam.seton@act.gov.au
Student Engagement
Education Directorate| **ACT Government**
GPO Box 158 Canberra ACT 2601| www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Calwell High School Student Update
Date: 5 April 2022

- At approximately 12:30pm Thursday 24 March 2022, Calwell High School (CHS) front office area was placed into lockdown as a group of 30-40 students congregated and became increasingly vocal and aggressive.
- The [redacted] main students involved in this incident were [redacted]
- Police attended the school following the incident and followed up with staff and families involved. It is understood the impacted staff and students do not want any further follow up and therefore Police will not be taking any further action.
- Students involved have been offered school psychology supports.
- Work is currently underway to support the return to education for [redacted] who was suspended for 15 days.
- A review of SAS negative incidents identifies there have been previous incidents [redacted] [redacted] The incident 24 March is the first record which identifies all [redacted] students.
- The incident reports for the [redacted] students primarily include noncompliance, truancy, disruption and harassment. There are also a smaller number of incidents identified as serious threatening behaviour
- [redacted] has also been identified in Riskman reporting in 2022.
- A detailed review of SAS and Riskman reports is underway. There have been three incidents recorded in SAS in 2022 which refer to "mobs of students". Further work to understand this reference and frequency will occur and be reported in due course.

Signatory Name: Sam Seton
Title EBM Student Engagement
Date 5 April 2022

From: [Godwin, Tamara](#)
To: [Atkins, Jessie](#)
Cc: [Seton, Sam](#)
Subject: Calwell High School ACTIVE OVRAs
Date: Tuesday, 5 April 2022 5:52:43 PM
Attachments: [Student 3. OVRA_30.11.2021.docx](#)
[Student 4. OVRA_20.10.2021.docx](#)
[Student 5. OVRA_20.10.2021.docx](#)
[Student 1. OVRA_08.03.2022.docx](#)
[Student 2. OVRA_24.05.2021.docx](#)
Importance: High

OFFICIAL

Hi Jessie,

Please find attached 5 de-identified OVRA reports for students attending Calwell High School, These have been identified as ACTIVE on the Complex Case Index.

There were 2 additional OVRAs with an ACTIVE status for students that no longer attend the school.

They are [REDACTED] I have moved them to an INACTIVE status.

Kind regards,

Tammy

From: [Ackland, Daniel](#)
To: [Haire, Katy](#); [DGEDUoffice](#); [Pilicic, Courtney](#)
Cc: [Matthews, David](#); [Huxley, Mark](#); [Simmons, Jane](#)
Subject: RE: PINS - notification to AEU and CPSU
Date: Tuesday, 5 April 2022 6:42:00 PM

OFFICIAL

Thanks Katy,

I will call Luke tomorrow once I receive confirmation from Sue on below actions being taken first.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Tuesday, 5 April 2022 5:04 PM
To: DGEDUoffice <DGEDUoffice@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Pilicic, Courtney <Courtney.Pilicic@act.gov.au>
Cc: Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: PINS - notification to AEU and CPSU

OFFICIAL

Dear Courtney

The minister's adviser has requested that we provide the 2 new PINs to the AEU. I have confirmed that we will provide them to the AEU after the staff have been briefed by sue in the morning and the notice has been displayed at the school. [@Pilicic, Courtney](#) – can you please email following the format that KR used when emailing the original notices on Monday.

[@Ackland, Daniel](#) – can you please let the CPSU know as you did on Monday? Again, this would be after the staff are informed and notices displayed in the morning.

Thanks both

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: [Ackland, Daniel](#)
To: [Moriarty, Megan](#); [Fisher, Justine](#); [Selfe, Sophie](#)
Cc: [EDU, EBM P&P](#)
Subject: FW: Worksafe notification requirements - Calwell High
Date: Tuesday, 5 April 2022 7:14:00 PM
Importance: High

OFFICIAL

FYI, advice given to MO – not for further distribution

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Tuesday, 5 April 2022 4:14 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>;
DGEDUoffice <DGEDUoffice@act.gov.au>; EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>; Ackland,
Daniel <Daniel.Ackland@act.gov.au>
Subject: Worksafe notification requirements - Calwell High
Importance: High

OFFICIAL

Bec,

I can confirm that the advice of the Directorate is that the incident which occurred on the 24th March 2022 did not meet the legislative criteria of a notifiable incident in accordance with sections 35-37 of the Work Health and Safety Act 2011 (pasted below).

Therefore there was no a statutory requirement to notify WorkSafe ACT (the regulator) in accordance with section 38 of Work Health and Safety Act 2011.

Instead, in line with normal practices, the incident triggered internal processes for employee wellbeing responses, student behavioural management and support which are ongoing.

I can advise that, on the 30th March 2022, an officer in the Directorate noted a Riskman report had erroneously been marked as Notifiable, thus sending an automated message to WorkSafe.

The officer contacted WorkSafe ACT to advise that the incident, whilst serious nature, is not Notifiable but is being managed as a priority by the school and the Directorate.

Let me know if you wish to further discuss.

Regards

Dave Matthews

Part 3 Incident notification

35 What is a *notifiable incident*

In this Act:

notifiable incident means—

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

36 What is a *serious injury or illness*—pt 3

(1) In this part:

serious injury or illness, of a person means an injury or illness requiring the person to have—

- (a) immediate treatment as an **in-patient in a hospital**; or
- (b) immediate treatment for—
 - (i) the amputation of any part of his or her body; or
 - (ii) a serious head injury; or
 - (iii) a serious eye injury; or
 - (iv) a serious burn; or
 - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance,

and includes any other injury or illness prescribed by regulation but does not include an illness or injury of a prescribed kind.

Note Power to make a regulation includes power to make different provision for different classes (see [Legislation Act](#), s 48).

(2) In this section:

medical treatment means treatment by a medical practitioner.

37 What is a *dangerous incident*—pt 3

In this part:

dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulation; or
- (h) the collapse or partial collapse of a structure; or
 - (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
 - (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by regulation,

but does not include an incident of a prescribed kind.

Note Power to make a regulation includes power to make different provision for different classes (see [Legislation Act](#), s 48).

From: [Seton, Sam](#)
To: [Ackland, Daniel](#); [Huxley, Mark](#)
Cc: [Matthews, David](#); [Simmons, Jane](#); [Short, Paul](#); [Watson, Sarah](#); [DDGEDUoffice](#); [EGMSloffice](#)
Subject: RE: Calwell Collapsed Classes and numbers Week 1 9.xlsx
Date: Tuesday, 5 April 2022 7:55:00 PM
Attachments: [image001.png](#)

OFFICIAL

Thanks Daniel

The team have searched Riskman however can find no reference to the combined PE class in 2021 or reference to any number of students in a combined class.

Kind regards

Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

Student Engagement

Education Directorate| **ACT Government**

GPO Box 158 Canberra ACT 2601| www.act.gov.au



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From: Ackland, Daniel <Daniel.Ackland@act.gov.au>

Sent: Tuesday, 5 April 2022 7:44 PM

To: Huxley, Mark <Mark.Huxley@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>

Cc: Matthews, David <David.Matthews@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSloffice <EGMSloffice@act.gov.au>

Subject: RE: Calwell Collapsed Classes and numbers Week 1 9.xlsx

OFFICIAL

Hi Mark,

Just confirming that these numbers reconcile with all previous numbers given and any briefings we have provided to date.

Daniel Ackland | Executive Branch Manager, People and Performance

Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au

People and Performance | Education | ACT Government

51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Huxley, Mark <Mark.Huxley@act.gov.au>

Sent: Tuesday, 5 April 2022 11:49 AM

To: Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>

Cc: Matthews, David <David.Matthews@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSloffice <EGMSloffice@act.gov.au>

Subject: FW: Calwell Collapsed Classes and numbers Week 1 9.xlsx

Hi Daniel and Sam,

Provided by the school and confirmed with staffing officer. Please note the maximum class

number of 48 this term.

Sam – can you cross check against riskman reporting of a reported PE combined class in 2021 and reply all with result.

Thanks

Mark

From: Marshall, Kate <Kate.Marshall@ed.act.edu.au>

Sent: Tuesday, 5 April 2022 11:04 AM

To: Huxley, Mark <Mark.Huxley@act.gov.au>; Norton, Sue <Sue.Norton@act.gov.au>

Subject: FW: Calwell Collapsed Classes and numbers Week 1 9.xlsx

Cheers

Kate

From: Scarlett, Tracey <Tracey.Scarlett@ed.act.edu.au>

Sent: Tuesday, 5 April 2022 10:45 AM

To: Marshall, Kate <Kate.Marshall@ed.act.edu.au>; Dickie, Natalie <Natalie.Dickie@ed.act.edu.au>

Subject: RE: Calwell Collapsed Classes and numbers Week 1 9.xlsx

Hey Kate

It looks correct to me.

From: Marshall, Kate <Kate.Marshall@ed.act.edu.au>

Sent: Tuesday, 5 April 2022 10:32 AM

To: Scarlett, Tracey <Tracey.Scarlett@ed.act.edu.au>; Dickie, Natalie <Natalie.Dickie@ed.act.edu.au>

Subject: Calwell Collapsed Classes and numbers Week 1 9.xlsx

Hi Tracey and Natalie

I've pulled the data together into a slightly different format and added the staffing matrix levels and central relief staff supplied to school.

Can you run your eye over it to double check before I send it off. I've got the biggest collapse Thursday of week 9 at 48 students.

Kate

From: [Seton, Sam](#)
To: [DDGEDUoffice](#)
Subject: RE: FOR CLEARANCE: CHS Caveat brief 5 April
Date: Tuesday, 5 April 2022 8:25:00 PM
Attachments: [Caveat brief SDD CHS 5.4.22 DDG comments \(002\) DDG questions.docx](#)
[image001.png](#)

OFFICIAL: Sensitive - Personal Privacy

Hi

Please see attached

Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

Student Engagement

Education Directorate | **ACT Government**

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



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From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice

Sent: Tuesday, 5 April 2022 8:10 PM

To: Seton, Sam <Sam.Seton@act.gov.au>

Subject: FW: FOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Can you please clarify on the attached?

Thank you

From: Simmons, Jane <Jane.Simmons@act.gov.au>

Sent: Tuesday, 5 April 2022 8:01 PM

To: DDGEDUoffice <DDGEDUoffice@act.gov.au>

Subject: RE: FOR CLEARANCE: CHS Caveat brief 5 April

Hi Jolene

Sorry I have a couple of questions that need clarification again from Sam

J

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice

Sent: Tuesday, 5 April 2022 7:55 PM

To: Simmons, Jane <Jane.Simmons@act.gov.au>

Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>

Subject: FOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Hi Jane

Are you ok with these amendments?

From: Seton, Sam <Sam.Seton@act.gov.au>

Sent: Tuesday, 5 April 2022 7:46 PM

To: Simmons, Jane <Jane.Simmons@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>

Subject: RE: FOOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Hi

Have provided some more detail regarding the fight 16 March in which [REDACTED] was involved. I also

removed broader statements noting we will need to complete a detailed review to understand language used by staff in the reporting.

Kind regards

Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

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From: Simmons, Jane <Jane.Simmons@act.gov.au>

Sent: Tuesday, 5 April 2022 7:41 PM

To: DDGEDUoffice <DDGEDUoffice@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>

Subject: RE: FOOR CLEARANCE: CHS Caveat brief 5 April

Yes correct but if we make statement we cant let it hang

Jane

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice

Sent: Tuesday, 5 April 2022 7:38 PM

To: Seton, Sam <Sam.Seton@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>

Subject: FW: FOOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Sorry I think JS is wanting more context on the prior incidents. Is this correct @Simmons, Jane

Sorry difficult when we are not all together to discuss.

From: Seton, Sam <Sam.Seton@act.gov.au>

Sent: Tuesday, 5 April 2022 7:27 PM

To: DDGEDUoffice <DDGEDUoffice@act.gov.au>

Subject: RE: FOOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Hi Jolene

Please see attached

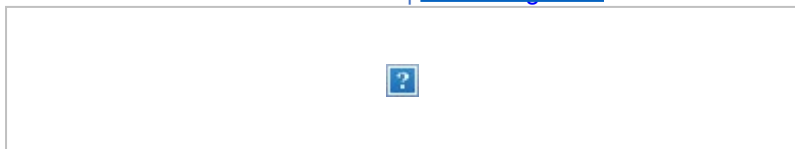
Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

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From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice

Sent: Tuesday, 5 April 2022 7:13 PM

To: Seton, Sam <Sam.Seton@act.gov.au>

Subject: FW: FOOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Hi Sam
 Can you please provide some further detail/context?
 Thank you
 Jolene

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Tuesday, 5 April 2022 7:09 PM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: RE: FOOR CLEARANCE: CHS Caveat brief 5 April

Hi
 This needs more information – it will raise more questions than answer them
 J

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Tuesday, 5 April 2022 6:52 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: FOOR CLEARANCE: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

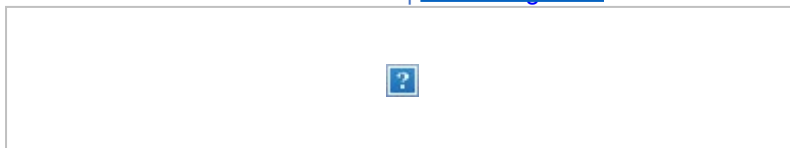
Hi Jane
 Updated to include response to all of the MO questions, for your approval please.
 Thank you
 Jolene

From: Seton, Sam <Sam.Seton@act.gov.au>
Sent: Tuesday, 5 April 2022 6:24 PM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>
Cc: EGMSloffice <EGMSloffice@act.gov.au>; Foote, Robert <Robert.Foote@act.gov.au>
Subject: RE: FOR UPDATING: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Hi Jolene
 Please see attached. I am not aware of any other caveats related to any of the [REDACTED] students in 2022. We would need to complete a TRIM search for anything historical.
 Please let me know if Jane needs anything further.
 Kind regards

Sam Seton | Executive Branch Manager
 Phone 02 62057196 | sam.seton@act.gov.au
Student Engagement
 Education Directorate| **ACT Government**
 GPO Box 158 Canberra ACT 2601| www.act.gov.au



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From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Tuesday, 5 April 2022 6:02 PM
To: EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Cc: EGMSloffice <EGMSloffice@act.gov.au>; Foote, Robert <Robert.Foote@act.gov.au>

Subject: FOR UPDATING: CHS Caveat brief 5 April

OFFICIAL: Sensitive - Personal Privacy

Hi Sam

The MO asked the following in the attached email:

I had a few questions:

- How old/what year are [REDACTED] in?
- Has the police involvement in the incident on Thurs 24 ceased? Will any charges be laid?
- Can we please receive a caveat brief detailing any other incidents with the [REDACTED] students in the lead-up to Thurs 24, and actions taken by the school/directorate? Similarly, can we please be briefed on any info EDU has (riskmans etc) that might corroborate what was described in the worksafe notice as 'a growing number of student mobs forming'?

Can the brief please be updated to include a response to the third question? I know you circulated a table with similar data, however Jane has asked for it to be narrative and any previous caveat briefs involving these students to be attached please.

Thank you

Jolene

From: Godwin, Rose <Rose.Godwin@act.gov.au> **On Behalf Of** EDU Student Engagement Director's Office

Sent: Tuesday, 5 April 2022 5:14 PM

To: DDGEDUoffice <DDGEDUoffice@act.gov.au>

Cc: EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>

Subject: FW: For Trim

OFFICIAL: Sensitive - Personal Privacy

From: Godwin, Rose <Rose.Godwin@act.gov.au>

Sent: Tuesday, 5 April 2022 4:33 PM

To: EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>

Subject: FW: For Trim

OFFICIAL: Sensitive - Personal Privacy

From: Seton, Sam <Sam.Seton@act.gov.au>

Sent: Tuesday, 5 April 2022 1:58 PM

To: Godwin, Rose <Rose.Godwin@act.gov.au>

Subject: For Trim

OFFICIAL: Sensitive - Personal Privacy

Hi Rose

Could you please TRIIM this and then clear through to DDG office with a drop copy for School Improvement. It may be worth talking to school ops to see if there is a container setup for all of these related briefs.

Thank you

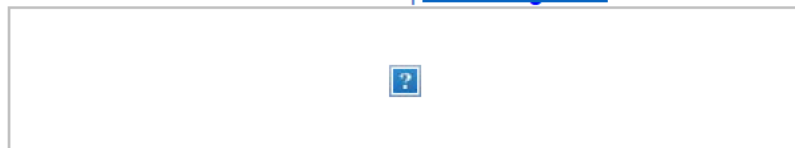
Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

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Trim No.

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Calwell High School Student Update
Date: 5 April 2022

Can we link to other briefs on Calwell please?

- At approximately 12:30pm Thursday 24 March 2022, Calwell High School (CHS) front office area was placed into lockdown as a group of 30-40 students congregated and became increasingly vocal and aggressive.
- The [redacted] main students involved in this incident were [redacted]
- Following the incident [redacted] was suspended for 15 days and [redacted] for 4 days. [redacted] was not suspended.
- Police attended the school following the incident and followed up with staff and families involved. It is understood the impacted staff and students do not want any further follow up and therefore Police will not be taking any further action.
- Students involved have been offered school psychology supports.
- [redacted] returned to school following [redacted] four day suspension completing a re entry meeting 31 March with the Deputy Principal.
- Work is currently underway to support the return to education for [redacted] who was suspended for 15 days. [redacted]

Commented [SJ1]: Was there only 1 suspension?

Commented [SS2R1]: Updated

Data Review

- A review of SAS negative incidents identifies there have been previous incidents between [redacted]. The 24 March incident is the first record which that identifies all [redacted] students in one incident.
- Prior to the incident 24 March, SAS data indicates there had been a previous fight between [redacted] and another student before school (16 March 2022). There are reports of students, including [redacted] teasing [redacted] following the fight 16 March, provoking [redacted] to fight them.
- A detailed review of SAS and Riskman reports is underway. Further work to understand language used by individual staff in incident reports, for example "mob", "gang", "group of students", is required to understand and identify any trends. Further information will be shared once the review has been completed.

Signatory Name:

Date 5 April 2022

From: [Simmons, Jane](#)
To: [DDGEDUoffice](#)
Cc: [Seton, Sam](#); [Huxley, Mark](#)
Subject: RE: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)
Date: Tuesday, 5 April 2022 9:20:10 PM
Attachments: [WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit \(1\) DDG track changes.docx](#)

Hi

I have made track changes – now waiting for Davids response – Jolene I don't think you will get that tonight so have it ready to go with his updates in the morning.

Thankyou everyone for getting this done

Jane

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Tuesday, 5 April 2022 8:46 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: Seton, Sam <Sam.Seton@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

OFFICIAL

Hi Jane

Attached is the combined information for your consideration. This is not yet in TRIM, will save it there once approved and progress to MO.

Thank you

Jolene

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Tuesday, 5 April 2022 8:03 PM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

Jolene

We need Davids input still

Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Tuesday, 5 April 2022 7:31 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSIoffice <EGMSIoffice@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: Fwd: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

Hi Jane,

Updated and attached for consideration.

Thanks

Mark

Get [Outlook for Android](#)

From: Watson, Sarah <Sarah.Watson@act.gov.au>
Sent: Tuesday, April 5, 2022 7:29:09 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF

Calwell High School WorkSafe Visit (1)
OFFICIAL

Updated as requested, for your approval.

S

-----< HPE Content Manager record Information >-----

Record Number : REC22/39984

Title : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)



Trim No. FILE2022/3275

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: WorkSafe visit and Notification for Calwell High School - update
Date: 05 April 2022

Background – Initial Incident

- At approximately 12:30pm Thursday 24 March 2022, Calwell High School (CHS) front office area was placed into lockdown as a group of 30-40 students congregated and became increasingly vocal and aggressive.
- The [REDACTED] main students involved in this incident were [REDACTED]
- Following the incident [REDACTED] was suspended for 15 days and [REDACTED] for 4 days [REDACTED] was not suspended.
- Police attended the school following the incident and followed up with staff and families involved. It is understood the impacted staff and students do not want any further follow up and therefore Police will not be taking any further action.
- Students involved have been offered school psychology supports.
- [REDACTED] returned to school, following [REDACTED] four day suspension, completing a re-entry meeting 31 March with the Deputy Principal.
- Work is currently underway to support the return to education for [REDACTED], who was suspended for 15 days. [REDACTED]

Student Data Review as requested.

- A review of SAS negative incidents identifies there have been previous incidents between [REDACTED]. The 24 March incident is the first record that identifies all [REDACTED] students in one incident.
- Prior to the incident 24 March, SAS data indicates there had been a previous fight between [REDACTED] and another student before school (16 March 2022). There are reports of students, including [REDACTED] teasing [REDACTED] following the fight 16 March, provoking [REDACTED] to fight them.
- A detailed review of SAS and Riskman reports is underway. Further work to understand language used by individual staff in incident reports, for example "mob", "gang", "group of students", is required to understand and identify any trends. Further information will be shared once the review has been completed.

WorkSafe visit

- On Thursday 31 March 2022 WorkSafe ACT issued the Education Directorate a Prohibition Notice in relation to Calwell High School (refer FILE2022/3275).
- In response, the Directorate stood up an incident management team (IMT) to coordinate a response and recovery. The Executive Group Manager School Improvement is the incident controller reporting to the Deputy Director General.
- The IMT is meeting daily and will provide a daily caveat brief update on the response and recovery actions progressed each day for the period 5-8 April 2022.

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A daily data summary will also be provided. The frequency of updates will be reviewed on 11 April 2022.

Daily Data Breakdown

Staff Absences	4 teaching staff [REDACTED] 4 administrative staff [REDACTED]			
Student Attendance		Enrolments	Absence	Attending
	Y7	96	3	93 (Remote Learning)
	Y8	108	58 – learning from home 3 - Sick	47 (excursion)
	Y9	98	30	68
	Y10	114	30	84
Major/Negative Incidents	0			
Complaints	0			
Suspensions	0			

School based actions

- On 4 April 2022 DSI, Sue Norton and EGM SI, Mark Huxley met with school staff group to advise of the news report expected on 5 April 2022.
- DSI reports school staff are calm but some staff expressed disappointment at how the school has been portrayed in the media.
- The school community ~~is~~ has been assessed as calm, however some parents have expressed shock at the news report as they didn't feel it was representative of the school and some were not aware ~~of the concerns of the incidents as portrayed in the media.~~

WorkSafe Response and Coordination

- EDU has commenced preparations to respond to WorkSafe ACT.
- EBM P&P and Senior Director – WHS to organise an initial meeting with WorkSafe ACT for 8 April 2022.
- To date, all deadlines set by WorkSafe ACT have been met.
- The incident which occurred on the 24 March 2022 did not meet the legislative criteria of a notifiable incident in accordance with sections 35-37 of the *Work Health and Safety Act 2011*.
- 2 additional WorkSafe notices have been displayed at school at 4pm Tuesday 5 April 2022.

AEU and CPSU Engagement

- EDU has weekly reoccurring meetings scheduled with both unions on Thursday afternoons. These will remain as the main union engagement point.
- EDU are aware of AEU correspondence to all members and also targeted to members specific to Calwell High School.

School Support and Operational Continuity

- Years 7 and 8 are currently on remote learning and completing excursions. Both excursions to Birrigai were successful and well received.

- CHS received approximately 12 follow up calls regarding the move to remote learning with some questions relating to the reasons provided.

Communications and Reputational Management

- DG message to all staff posted internally to Connect Ed (Directorate Intranet).
- Letter to Calwell parent community sent by school to advise of recent action taken by WorkSafe and the Directorate at the school.
- Taking points provided to school to support front office staff in managing parent enquiries.

Commented [S1]:
What date as per my earlier email Paul said today but I think it happened yesterday, so we need to check

Staff Wellbeing and Support

- EAP critical incident response was provided on-site on 28 March 2022 and again on 4 April 2022.
- There are additional daily EAP critical incident response sessions available on-site for the remainder of this week.
- EDU is awaiting a post-incident report from the EAP provider.
- Wellbeing check-ins for all employees who submitted a Riskman specific to the incident have been conducted and were prioritised in accordance with our internal triage process. All of these wellbeing check-ins were conducted from 25/03/2022.

Student Wellbeing and Support

- Telehealth services remain available to year 7 and 8 during the period of remote learning.

Stakeholder Engagement

- ACT Parents and Citizens (P&C) Association was contacted today. They advised they have offered supports to the local ACT P&C president at Calwell HS. The P&C Association representative reflected that the local P&C felt the school was not being fairly portrayed and they had noticed improvements under the current school leadership. Whilst things were improving, student behaviour was still an area of focus.
- ACTPA was contacted and they raised concerns about the impact to the school of these events and the system more broadly.
- **AEU and CPSU?**

Signatory Name:

05 April 2022

From: [Seton, Sam](#)
To: [Norton, Sue](#); [Huxley, Mark](#)
Subject: FW: Calwell HS Supports
Date: Wednesday, 6 April 2022 7:47:00 AM
Attachments: [Calwell Highschool - Student Forum.docx](#)
[RECOMMENDATIONS - FINAL.docx](#)
[image001.png](#)

OFFICIAL: Sensitive

Hi Both

Please see below and attached FYI. I understand many of the issues raised at the time have been addressed however sharing as there may be some strategies we could strengthen.

Kind regards

Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

Student Engagement

Education Directorate | **ACT Government**

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Atkins, Jessie <Jessie.Atkins@act.gov.au>

Sent: Tuesday, 5 April 2022 12:45 PM

To: Seton, Sam <Sam.Seton@act.gov.au>

Subject: FW: Calwell HS Supports

OFFICIAL: Sensitive

FYI

Jessie Atkins

Executive Branch Manager | Complex Case Management

P: 0423 079 443 | E: jessie.atkins@act.gov.au

Student Engagement | Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Allison, Drew <Drew.Allison@act.gov.au>

Sent: Tuesday, 5 April 2022 12:17 PM

To: Atkins, Jessie <Jessie.Atkins@act.gov.au>

Subject: Calwell HS Supports

OFFICIAL: Sensitive

Hi Jessie

I have attached the information that I was given before commencing support at CHS in Term 2, 2020.

Below are the specific processes that were co-developed / formalised / published and accompanied by PL whilst I was at CHS. All were subject to Executive Team involvement and agreement. Professional learning was facilitated through a redesign of the meeting schedules

and requirements to allow for an increased and specific focus on behaviour, particularly safety: A Multi-Tiered System of Support was explicitly developed to promote and support appropriate behaviour. The processes below were an explicit focus (I have all documents / processes and can provide if required):

Identification of and use of universal strategies within the multi-tiered system to develop consistent, positive classroom environments.

- Low level intervention of minor disengagement / dysregulation /conflict
- Low key interventions not working:
 - Continuous, Frequent or Unresolved Conflicts
 - Repeated Behaviours, Unresolved Conflicts, Out of Class or Serious Incidences

Development of case management approach for students that are not responding positively to universal strategies.

- Clear role identification throughout all tiers of interventions:
 - Teacher (including Tutors)
 - SLS's / YLC's
 - Wellbeing / DECO/ Access Co-ordinator
 - Deputy Principal
 - Principal
 - Special Roles (school psychologist, Youth Health Nurse, Youth Worker, Aboriginal and Torres Strait Islander Education Officer, Wellbeing Support Officer.

Development and clear communication of Rights & Responsibilities (Code of Conduct).

Clear process / roles for all dealing with behaviours (low level , persistent, dangerous etc).

Return to school procedures, including re-entry checklist (prolonged absence, illness, suspension):

- Before meeting
- During meeting
- After meeting

Executive Support Protocols

- Response procedures for classroom / incident support.
- Clear identification of intervention options.
- Implementation of clear roster of support from executive staff.

Emergency Response Procedure

- Extensive focus on development, communication of, practice and professional learning specific to these procedures.

Debriefing Protocols After Major Incidents.

Whole staff Team Teach Level One Training.

Duty Rosters adjusted to allow staff, wherever possible, to follow up / deal with incidents.

Senior staff roster across all breaks (plus before and after school)

Timetable altered to minimise 'pinch points', provide 'Tutor Time', allow time for delivery of ASPIRE programme, enable YLC's to interact with students.

The below recommendations were also made:

re-design of ACCESS programme

re-design of ASPIRE programme to explicitly reflect school values, Rights & Responsibilities (Code of Conduct) etc.

I am happy to provide more detail as required.

Kind regards

Drew

CALWELL HIGH SCHOOL
Student Forum Feedback

Process of Forum

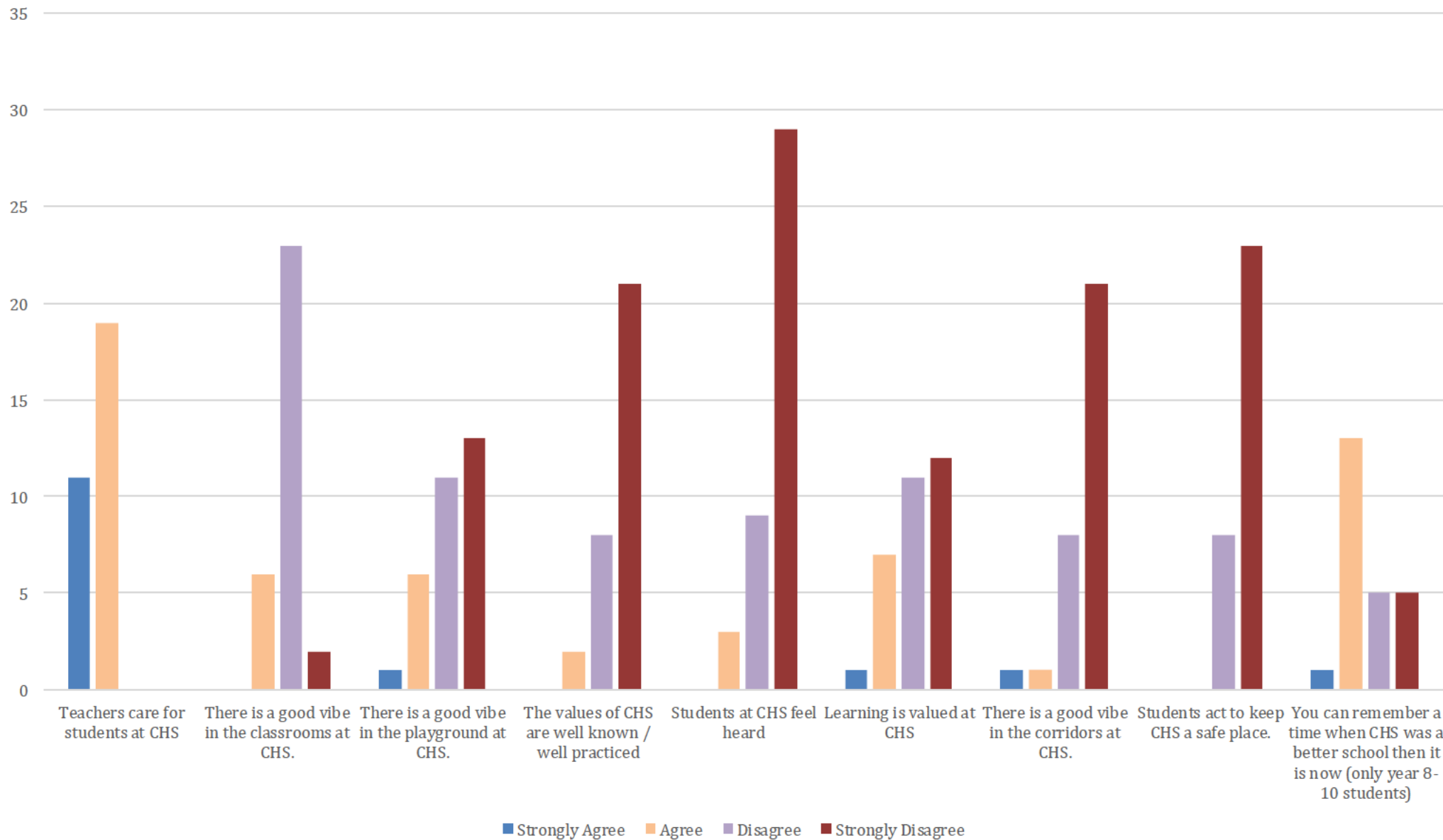
- Introduction of staff running the forum
- Purpose
 - The purpose is to gather student voice about the school culture and climate. A review of the student satisfaction survey showed an indication of students feeling unsafe at the school
 - No names will be recorded
 - Think for yourself; no following of others' opinions

Students invited to forum: 32

SRC: 9

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	TOTAL
Teachers care for students at CHS (1 student abstained)	11	19	0	0	30
There is a good vibe in the classrooms at CHS.		6	23	2	31
There is a good vibe in the playground at CHS.	1	6	11	13	31
The values of CHS are well known / well practiced	0	2	8	21	31
Students at CHS feel heard	0	3	9	29	41
Learning is valued at CHS	1	7	11	12	31
There is a good vibe in the classrooms at CHS.	1	1	8	21	31
Students act to keep CHS a safe place.	0	0	8	23	31
You can remember a time when CHS was a better school than it is now (only year 8-10 students)	1	13	5	5	24

Student Forum Feedback

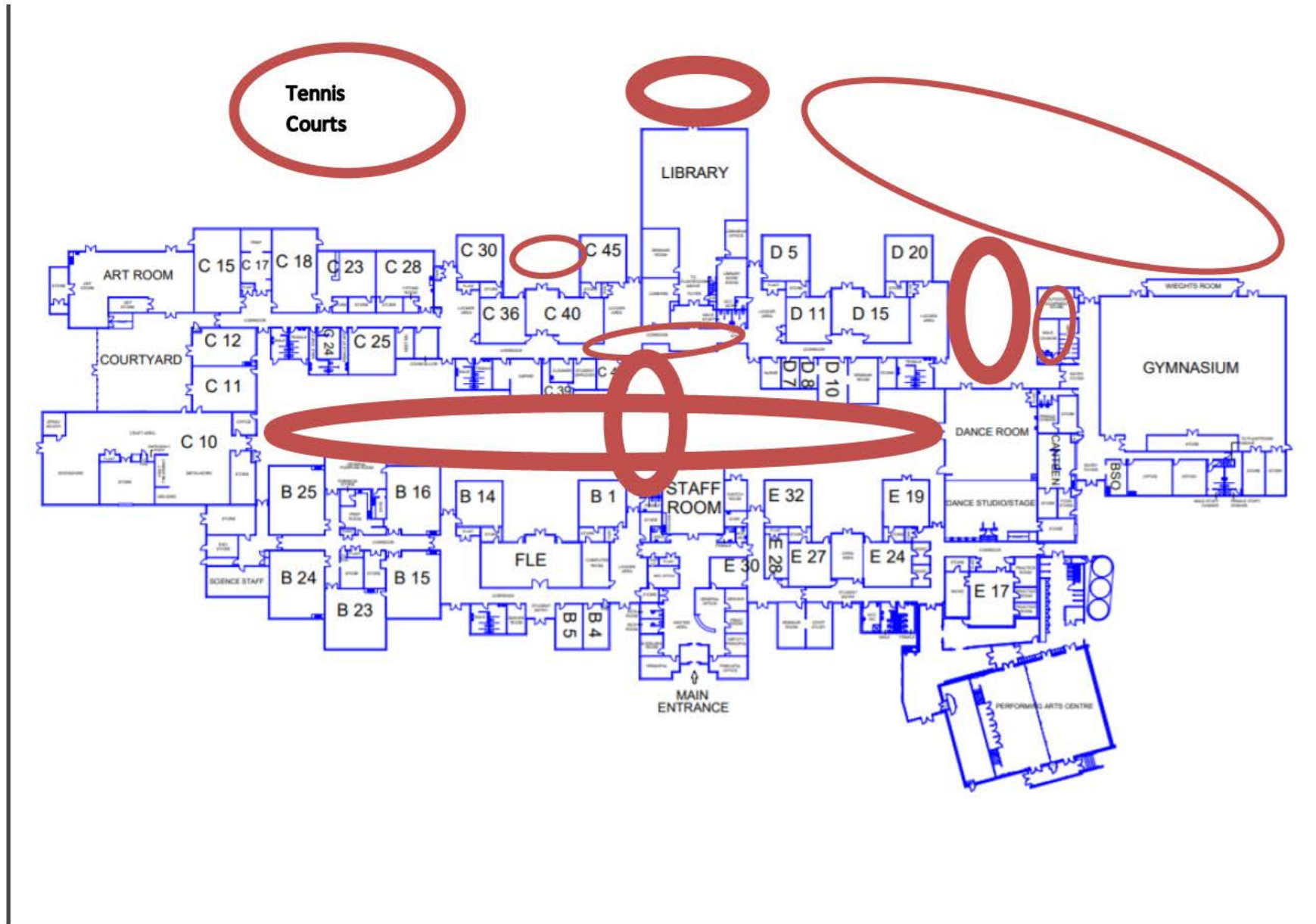


	Feedback from students
Teachers care for students at CHS	<p>Strongly agree – teachers have open doors and some teachers make themselves accessible to students</p> <p>Agree – most teachers are helpful and listen to you, but some others appear to not care and help you out. A lot of teachers are very helpful and caring but there are a few that are only focused on students who are misbehaving</p> <p>Disagree – teachers don't follow up and check in to make sure you know what you need to be doing for learning</p>
There is a good vibe in the classrooms at CHS.	<p>Agree – some teachers make you feel like you're having fun learning. But other classes are not enjoyable, and you feel like you aren't learning</p> <p>Disagree – students don't want to blame the teachers, but we see that teachers don't have control of the class. It's not boring, but it's not like you want to be there and you don't learn because teachers don't have control. A small number of students upset the vibe. If you say one thing wrong some teachers will snap at you and go off. From the students' perspective it is most teachers who are not managing behaviours in classrooms. There are some students wanting to learn, some students misbehaving, and the teacher often spends time with the students misbehaving or the quiet students who listen</p> <p>Strongly disagree – students struggle to learn because of how the teachers are managing behaviour</p>
There is a good vibe in the playground at CHS.	<p>Strongly agree – This student described being in their own bubble and seeing the positives not the negatives. Some people protect themselves by not engaging in the negative</p> <p>Agree – students like the atmosphere of the school grounds and being here, but it's uncomfortable with fights and fights happen quite often. But otherwise students in this group like it here</p> <p>Disagree – students truanting, teachers not doing enough to stop truanting. Fights have increased each year. The whole school gets involved if there are fights and people feel uncomfortable. Students make up stupid reasons to fight and the bystander behaviour is huge. There are restrictions in where students can go and what they can do at lunch times</p> <p>Strongly disagree – atmosphere outside is uncomfortable because of a group of students that are starting fights. This particular group of students have been doing stuff (drugs) and teachers haven't stopped them</p>
The values of CHS are well known / well practiced	<p>Agree – there are quite a few students who follow values but there is a larger group that don't follow them and that makes a difference to the school</p> <p>Disagree – only a few students align with school values and when they do it's great. There's a large group of people that find the school values a joke and if they follow the values, they will be laughed at. This means that many students don't follow the school values.</p> <p>Strongly disagree – Aspire classes have changed, and it is now about focusing on careers and not on the values. The learning of values has been missing from these classes</p>
Students at CHS feel heard	<p>Agree – most teachers listen to students in classes, but some teachers focus more on the students that are acting inappropriately instead of working with all students and checking in.</p> <p>Disagree – Students feel like if they talk to the teachers, the teachers response is “we will follow it up later” or “we will work on it”. But then nothing happens. The SRC representatives ask a lot of questions at SRC meetings but feel like they don't get followed up on, so therefore they don't feel heard.</p> <p>Strongly disagree – Students don't even try to talk to the teachers as the teachers don't listen to them. The teachers don't engage with students to solve problems.</p>

Learning is valued at CHS	<p>Strongly agree – Lessons are planned but need more effort to be engaging.</p> <p>Agree – There is a group of students who want to learn, are trying and care about their future. There is a minority of students who don't and interrupt learning</p> <p>Disagree – Teachers will give out work and not care about if students have learnt it and move on</p> <p>Strongly disagree – In a group with a large range of ability some students are being held back and some students are moving forward. Students don't seem like they put a lot of effort into their lessons and the lessons are quite repetitive which makes it become very boring. Then we don't feel like we are learning, and we switch off. The teacher style is the same and they don't try to engage us. it is like the teachers give up.</p>
There is a good vibe in the corridors at CHS.	No comments taken
Students act to keep CHS a safe place.	<p>Disagree - there a lot of fights, and cyberbullying. The school thinks they have a good system for bullying, but they don't. The bully keeps going. It feels like there is a lot of selection from teachers about what they will engage in and solve.</p> <p>Strongly disagree – when there is a fight happening ppl go up to the fight and encourage the fight, they video it and people get hit as bystanders. Personally, I think people go looking for fights, someone might accidentally bump a person and that person will then punch them, that is not making school safe. We have had teachers injured because of fights. We are actively not making things better we are making things worse. Why is it our (students) responsibility to make things better if the teachers are not</p>
You can remember a time when CHS was a better school than it is now (only year 8-10 students)	<p>Strongly Agree – 2019 beginning was calmer and more relaxing than this year</p> <p>Agree – the old teachers that have gone have left a hole in connection. There are new teachers and principal who haven't connected. Year 7 was better</p> <p>Disagree – it was better in 2017 because they got a reward out of enrichment to get awards and they felt a lot more encouragement to go to school</p> <p>Towards the beginning of the year it was better as they were oblivious to what was occurring because they stayed in the courtyard</p> <p>Strongly disagree – behaviour wise in classrooms get better they longer you stay eg. the behaviour gets better as a cohort</p>

School Map

Students circled areas where poor behaviour is most prominent or where they felt unsafe. The thickness of lines represents the proportion of students circling the area.



STUDENT MANAGEMENT

SUGGESTIONS

TERM 1, WEEK 6, 2020

Preface:

Contributing factors to current school climate:

1. Change of senior leadership
2. Over loaded Wellbeing SLC
3. Under-performing SLC
4. Large proportion of beginner teachers under skilled in student management
5. Fatigued school population following January fires
6. Building under construction and appearance of neglect
7. Unclear information on incoming Yr 7 students
8. Shift from permissive to punitive paradigm and student/parent push back
9. Significant impact on school culture of perhaps a dozen(?) students
10. Unclear individual and collective response to mid-range behaviours (defiance, aggression, bullying) leading to a climate of impunity
11. Lagging skills and unmet needs in classes leading to disengagement
12. Changes of responsibility within leadership structure causing some confusion

From the longer serving CHS staff I get the impression that much of what has been seen at CHS in 2020 has been seen before. The single point of departure is the amount of AFP involvement. The impact on staff is possibly greater now than it has been. Behaviour that has been accepted as typical of this community and seen as 'normal' is being responded to in manner that is not normal for this community. The bar has been lifted. Following the "forming – storming – norming – performing" progression, CHS is transitioning out of the storming phase. I am seeing a level of settle around the school not apparent two weeks ago.

1. Roles and responsibilities
2. Classroom systems
3. Preventive and responsive processes
4. Documentation and processes
5. Case management
6. School environment
7. Teacher training

1. ROLES AND RESPONSIBILITIES

- Tom B (Student Services SLC) has an unsustainable workload. Re-activate a second SLC with clear delineation of responsibilities.
- Erin Smith (DECO) needs the support of the Directorate to examine her role as DECO and processes to identify, refer and support students with a disability. How are ISP students tracked? Whose responsibility is it to track them? Beyond an ILP these funded students are not getting targeted support.
- The function of the school psychologist needs to be clarified. She was very unclear about communication processes and Student Services support structures. How does her work coordinate with the work of the Student Services Team? How does her work compliment the work of the school nurse? How does she work to support students with a disability? Who at CHS provides her support? Self-referral processes for students are not currently in place.
- Youth Support Worker (YSW) has a very large case load – to the point that quality case management would be impacted. Triage and referral processes need to mitigate this challenge.
- The YSW provides a breakfast service that is very popular. The challenge this creates is the busy/noisy environment that impacts the students in the same space looking for calm. This needs to be mitigated with, perhaps, a second person or an alternate venue.
- Suspension re-entry meetings are taking a lot of the time for Senior Exec.. As the school transitions into the 'norming phase' under the Principal's leadership re-entry meetings be conducted by the DPs.
- Year Coordinators roles are not clearly defined or documented. They are gravitating to the area of perceived greatest need. For some this is chasing up truancies, developing ILPs, following up on incidents or preparing for events such as Yr 7 camp or end-of-year events for Yr 10.
 - ILP development to be shifted to either DECO, LSC teachers or identified experts at CHS.
 - Yr Cos to have a case management load that is capped (say 10 students). Triage processes to monitor case management loads.
 -
 - Transition processes Yr 6 to 7 needs to be a high priority in S2. When is the Yr 6 to 7 Coordinator identified and what time allowance and guidance is provided?
 - Fundraising and Yearbook coordination to be delegated elsewhere or dropped.
 - Time for Yr Cos needs to be liberated so they can have a focus on coordinating pastoral care events such as Harmony Day, RUOK day.
 -
- A critically important function of the Student Services Team should be to promote good health. Education in drugs and alcohol, sexual health, mental health and help-seeking behaviour. The health curriculum alone will not meet this need in this community.

- Rolls Officer. All day is spent following up on attendance matters. This seems like a lot of time, energy and human resources poured into a reactive operation. There is a 3-step process to verify truancy before home is notified which is inefficient. Time liberated here could lead to reduced workload for Year Coordinators et al.
- School Nurse clearly provides a valuable service in health support and case management. If her services could be extended beyond two days this would be great.
- The Student Services Team is a multi-skilled team that includes an SLC, Year Cos, Psych, Nurse, YSW, careers advisor and Indigenous Support Officer. I didn't get a strong sense of 'team'. How the various arms of the team communicate seems ad hoc. Periodic whole-of-team meetings would serve to clarify roles and clarify communication processes.
- LSAs. No LSA support is provided to ISP students. This needs to be examined.

2. CLASSROOM SYSTEMS

- Minor/Major behaviours are understood; however, some teachers are escalating to the SLC prematurely. Setting expectations at the start is identified by SLCs as an area for improvement. A reinvention of PBL would address this.
- A calm ordered start to any school day is the best start for everyone. I see teachers arriving late, I see chairs left on tables, I see students roaming the classroom during tutor class not paying attention, I see mobile phones being used, I see energy drinks being guzzled, I hear lots of yelling. A staff discussion about what is needed to have a calm start will identify replacement teacher behaviours. Messaging to parents about a healthy breakfast and avoiding sugar may mitigate some of what we see now.
- Teachers emailing out from their class calling for assistance is not good practice. Systems are in place for teachers to access help when needed. Emailing seems a last-ditch call for help. Mobile phone use would be more effective. Do all teachers have the necessary mobile numbers in their phones? If not, this should be a priority.
- I have not looked for evidence of differentiated teaching in classes but a common concern coming through is that students with a learning disability are not being well supported. Only 8 students at CHS are currently getting funded support (ISP). I strongly suspect there are more than this. This talks to identification in primary schools but also to identification and referral at CHS. The students in the LSC are mainstreamed for the most part but with very few LSAs and unclear lines of support I don't think their learning needs are being met. I have asked Michelle VanPuyveld from the Directorate to make a time to discuss mentoring/coaching Erin and to examine current structures.

3. PREVENTATIVE AND RESPONSIVE PRACTICES

- Disengagement and the ensuing misbehaviour in classes are due, in part, to unmet learning needs. An examination of ILP processes, Behaviour Support Plans, adjustment matrixes and

differentiated teaching could be longer term plans. Flexible learning plans, especially for tier 3 students, in the more immediate future will support students and teachers.

- The reinvigoration of PBL will mitigate low and mid-range misbehaviours.
- “Restorative Practices” is a term used at CHS, however, it doesn’t appear to be deeply understood. What ultimately determines whether an intervention is restorative or not is the social outcome for the student. Any practice that stigmatises, marginalises or disconnects a student from school is not restorative. Exclusion can work within a restorative framework provide the re-entry process leads to re-connection and engagement. This involves diligent case management and wrap-around support for the student. Ideally the parents or a carer are in partnership with the school. At a classroom level in a restorative practices informed school teachers would be using relational questioning (corridor conference questions) regularly because they can see the opportunity for learning and to build social-emotional capacity. PL is needed if CHS intends to promote itself as a restorative school.
- As previously mentioned, a deliberate approach to creating calmer classrooms will benefit the school. There are a number of students with a trauma background whose challenging behaviours will spike less often when calm learning spaces are re-established and maintained.
- CHS will benefit if energy can be diverted to events that get the school buzzing. Mobilising students to recognise such days as Harmony Day, RUOK Day, Valentines Day and the like lift the spirits of the school and provide a positive focus. Each term there could be charity fund raising for an identified charity. Have a mufti day or more.
- Many of the more serious incidents have happened at breaks a 1 and 2. Mobile phones are the communication devise of choice and so all teachers should have the necessary numbers in their phones. Thought is needed for relief teachers. Perhaps a couple of phones be purchased by the school.
- Teachers on PGD could carry small garbage bags with them and approach groups to offer the bag for collection. It gives a reason to approach students and interact positively with them. It sends a message that we care for the environment and it makes the students feel less like they are being watched.

4. DOCUMENTATION – ROLES AND PROCESSES

To preface this section, documentation of Student Services Team roles, responsibilities and procedures is a key element of organisational health. Documentation provides evidence (to external review panels for example) of the care and attention given to this important aspect of school operation.

Documentation captures practice for reference and supports the induction of all new staff.

- I have found it difficult to locate relevant and current documentation. I think it is scattered to the four winds – G drive, Google drive, embedded in larger documents etc.. Ahead of the next school review I suggest documentation be consolidated in one location.
- Specifically, I thin attention is needed on role and processes that come from:

- DECO
- Nurse
- Yr Coordinators
- Indigenous Support Officer
- YSW
- Careers
- I suggest the processes that look to be captured include, but are not limited to:
 - Case Management – identification, referral, triage, assignment and wrap-around support
 - Classroom management and teacher support at an SLC and Senior Exec level
 - Support structures and procedures at break times including before and after school
 - Incident response procedures and responsibilities (notable communication protocols). Debriefing with students and staff needs consideration.
 - Transition processes 6 to 7 and 10 to 11. Include the DECO and psych in this team.
 - DisabilityEd support – identification, testing, case management
 - Attendance checks and follow-up procedures for truancy
 - Return from suspension processes including communication protocols and wrap-around support
 - Disclosure of confidential information to non-teaching staff needs to be wrapped in a clear protocol. To whom does the Admin staff report and by what means. This is to acknowledge that these people provide a service that is valued by students but can carry with it a level of risk around duty of care that needs to be mitigated.
 - Description of and referral processes to tier 2 and 3 programs

5. CASE MANAGEMENT

- Trish will bring a level of experience and expertise in case management. My suggestions are to ensure consideration is given to:
 - Under resourced students (home life, poverty, disconnected from supports) who are playing out
 - Students presenting with unmet learning needs, especially funded students
 - Students presenting with ongoing wellbeing challenges
 - Capped caseloads monitored by SLB
 - Clear documentation guidelines
 - PL for case managers
 - Review dates for case managed students with a view to an exit date
 - Between the YSW, nurse and careers advisor a current knowledge of external services and opportunities needs to be maintained. These people can value-add

6. SCHOOL ENVIRONMENT

- The disconnect between PBL signage and behaviours observed in the corridors to be addressed through a refocus on PBL.
 - Community Service for mid-range misbehaviours is practiced in a limited manner and could be expanded.
7. TEACHER TRAINING (for consideration)

- Staff induction to CHS
- Trauma informed teaching
- NeuEd
- TeamTeach
- Restorative Practices
- PBL
- Essential Skills
- Disability Ed – Adjustments, ILP, NCCD data collection, development of personalised programs
- Mental Health First Aid

From: Huxley, Mark
Sent: Wednesday, 6 April 2022 8:13 AM
To: Hobbs, Rebecca; Education DLO
Subject: RE: More detail on Calwell supports

On it.

Cheers

Mark

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Wednesday, 6 April 2022 8:11 AM
To: Education DLO <EDUDLO@act.gov.au>
Cc: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: More detail on Calwell supports

Hi Skye

The latest caveat on Calwell had a section 'supports provided in support plan'. Min has asked for more info, particularly on dotpoints 4, 5, 6 and 7 (flex ed redesign, ICW redesign, student services redesign and customised EAP)

Can I please get some dot points ASAP this morning?

Thanks

Bec

Rebecca Hobbs | Senior Adviser

02 6207 2413 | 0435 095 234

Office of Yvette Berry MLA | Member for Ginninderra

Deputy Chief Minister

Minister for Early Childhood Development

Minister for Education and Youth Affairs

Minister for Housing and Suburban Development

Minister for the Prevention of Domestic and Family Violence

Minister for Women

Minister for Sport and Recreation

Phone: +61 2 6205 0233 | Email: berry@act.gov.au

Facebook | Twitter | www.yvetteberry.com.au

I acknowledge the traditional custodians of the land, the Ngunnawal people,
and pay my respect to their Elders past, present and emerging.

From: [Simmons, Jane](#)
To: [Huxley, Mark](#); [DDGEDUoffice](#)
Subject: RE: More detail on Calwell supports
Date: Wednesday, 6 April 2022 8:21:30 AM
Attachments: [image001.png](#)
[image002.png](#)

Jolene can we watch all of this and make sure Pauls area are across all the requests
 Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Wednesday, 6 April 2022 8:20 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; [DDGEDUoffice](#) <DDGEDUoffice@act.gov.au>
Subject: RE: More detail on Calwell supports
 I'm passing through to Paul as central coord this morning.

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Wednesday, 6 April 2022 8:19 AM
To: [DDGEDUoffice](#) <DDGEDUoffice@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: FW: More detail on Calwell supports
 Hi
 We need to watch our briefs don't overlap.
 Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Wednesday, 6 April 2022 8:18 AM
To: Short, Paul <Paul.Short@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Myers, Christina <Christina.Myers@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: FW: More detail on Calwell supports
 FYI. I am pulling together now.
 Mark

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Wednesday, 6 April 2022 8:11 AM
To: Education DLO <EDUDLO@act.gov.au>
Cc: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: More detail on Calwell supports

Hi Skye

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Bec

Rebecca Hobbs | Senior Adviser
 02 6207 2413 | 0435 095 234

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Phone: +61 2 6205 0233 | Email: berry@act.gov.au

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I acknowledge the traditional custodians of the land, the Ngunnawal people, and pay my respect to their Elders past, present and emerging.

From: [Matthews, David](#)
To: [DDGEDUoffice](#); [EDU, EGMSG](#)
Cc: [Ackland, Daniel](#)
Subject: RE: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)
Date: Wednesday, 6 April 2022 8:23:55 AM

OFFICIAL

I'm happy with the content.

Regards
Dave Matthews

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice
Sent: Tuesday, 5 April 2022 8:59 PM
To: Matthews, David <David.Matthews@act.gov.au>; EDU, EGMSG
<EGMSG.EDU@act.gov.au>
Cc: Ackland, Daniel <Daniel.Ackland@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF
Calwell High School WorkSafe Visit (1)

OFFICIAL

I have attached a combined brief for your review.

Thank you
Jolene

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice
Sent: Tuesday, 5 April 2022 8:14 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF
Calwell High School WorkSafe Visit (1)

OFFICIAL

Hi David

Can you please review and provide any further input required?

Thank you
Jolene

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Tuesday, 5 April 2022 8:03 PM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>
Subject: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF

Calwell High School WorkSafe Visit (1)

Jolene

We need Davids input still

Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Tuesday, 5 April 2022 7:31 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSIoffice <EGMSIoffice@act.gov.au>;
Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: Fwd: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

Hi Jane,

Updated and attached for consideration.

Thanks

Mark

Get [Outlook for Android](#)

From: Watson, Sarah <Sarah.Watson@act.gov.au>
Sent: Tuesday, April 5, 2022 7:29:09 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

OFFICIAL

Updated as requested, for your approval.

S

-----< HPE Content Manager record Information >-----

Record Number : REC22/39984
Title : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: WorkSafe visit and Notification for Calwell High School
Date: 05 April 2022

Background – Initial Incident

- At approximately 12:30pm Thursday 24 March 2022, Calwell High School (CHS) front office area was placed into lockdown as a group of 30-40 students congregated and became increasingly vocal and aggressive.
- The three main students involved in this incident were [REDACTED]
- Following the incident [REDACTED] was suspended for 15 days and [REDACTED] for 4 days. [REDACTED] was not suspended.
- Police attended the school following the incident and followed up with staff and families involved. It is understood the impacted staff and students do not want any further follow up and therefore Police will not be taking any further action.
- Students involved have been offered school psychology supports.
- [REDACTED] returned to school, following [REDACTED] four day suspension, completing a re-entry meeting 31 March with the Deputy Principal.
- Work is currently underway to support the return to education for [REDACTED] who was suspended for 15 days, and [REDACTED]

Data Review

- A review of SAS negative incidents identifies there have been previous incidents between [REDACTED]. The 24 March incident is the first record that identifies all three students in one incident.
- Prior to the incident 24 March, SAS data indicates there had been a previous fight between [REDACTED] and another student before school (16 March 2022). There are reports of students, including [REDACTED] teasing [REDACTED] following the fight 16 March, provoking [REDACTED] to fight them.
- A detailed review of SAS and Riskman reports is underway. Further work to understand language used by individual staff in incident reports, for example “mob”, “gang”, “group of students”, is required to understand and identify any trends. Further information will be shared once the review has been completed.

WorkSafe visit

- On Thursday 31 March 2022 WorkSafe ACT issued the Education Directorate a Prohibition Notice in relation to Calwell High School (refer FILE2022/3275).
- In response the Directorate stood up an incident management team (IMT) to coordinate a response and recovery. The Executive Group Manager School Improvement is the incident controller reporting to the Deputy Director General.
- The IMT is meeting daily and will provide a daily caveat brief update on the response and recovery actions progressed each day for the period 5-8 April 2022.

A daily data summary will also be provided. The frequency of updates will be reviewed on 11 April 2022.

Daily Data Breakdown

Staff Absences	4 teaching staff on [REDACTED] 4 administrative staff on [REDACTED]			
Student Attendance		Enrolments	Absence	Attending
	Y7	96	3	93 (Remote Learning)
	Y8	108	58 – learning from home 3 - Sick	47 (excursion)
	Y9	98	30	68
	Y10	114	30	84
Major/Negative Incidents	0			
Complaints	0			
Suspensions	0			

School based actions

- On 4 April 2022 DSI, Sue Norton and EGM SI, Mark Huxley met with school staff group to advise of the news report expected on 5 April 2022.
- DSI reports school staff are calm but some staff expressed disappointment at how the school has been portrayed in the media.
- The school community is has been assessed as calm, however some parents have expressed shock at the news report as they didn't feel it was representative of the school and some were not aware of the concerns.

WorkSafe Response and Coordination

- EDU has commenced preparations to respond to WorkSafe ACT
- EBM P&P and Senior Director – WHS to organise an initial meeting with WorkSafe ACT for 8 April 2022
- To date, all deadlines set by WorkSafe ACT have been met
- The incident which occurred on the 24 March 2022 did not meet the legislative criteria of a notifiable incident in accordance with sections 35-37 of the *Work Health and Safety Act 2011*.
- 2 additional WorkSafe notices have been displayed at school at 4pm Tuesday 5 April 2022.

AEU and CPSU Engagement

- EDU has weekly reoccurring meetings scheduled with both unions on Thursday afternoons. These will remain as the main union engagement point.
- EDU are aware of AEU correspondence to all members and also targeted to members specific to Calwell High School.

School Support and Operational Continuity

- Years 7 and 8 on remote learning and completing excursions. Both excursions to Birrigai were successful and well received.

- School received approximately 12 follow up calls regarding move to remote learning with some questions relating to the reasons provided.

Communications and Reputational Management

- DG message to all staff posted internally to Connect Ed (Directorate Intranet).
- Letter to Calwell parent community sent by school to advise of recent action taken by WorkSafe and the Directorate at the school.
- Taking points provided to school to support front office staff in managing parent enquiries.

Staff Wellbeing and Support

- EAP critical incident response was provided on-site on 28 March 2022 and again on 4 April 2022.
- There are additional daily EAP critical incident response sessions available on-site for the remainder of this week.
- EDU is awaiting a post-incident report from EAP provider.
- Wellbeing check-ins for all employees who submitted a Riskman specific to the incident have been conducted and were prioritised in accordance with our internal triage process. All of these wellbeing check-ins were conducted from 25/03/2022.

Student Wellbeing and Support

- Telehealth services remain available to year 7 and 8 during period of remote learning.

Stakeholder Engagement

- ACT Parents and Citizens (P&C) Association was contacted today. They advised they have offered supports to the local ACT P&C president at Calwell HS. The P&C Association representative reflected that the local P&C felt the school was not being fairly portrayed and they had noticed improvements under the current school leadership. Whilst things were improving, student behaviour was still an area of focus.
- ACTPA was contacted and they raised concerns about the impact to the school of these events and the system more broadly.

Signatory Name:

05 April 2022

From: [Ackland, Daniel](#)
To: [Seton, Sam](#); [Norton, Sue](#)
Cc: [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#)
Subject: Riskman data
Date: Wednesday, 6 April 2022 8:29:00 AM
Attachments: [Riskman Register Calwell HS.xls](#)

OFFICIAL: Sensitive - Personal Privacy

Hi Sam and Sue,

Please see attached compilation of Riskman entries from 1/1/22 until 1/4/22 that Sophie has pulled together in accordance with the Section 155 request: *“Any and all information regarding incidences of violence, harassment or bullying that have occurred and/or been reported at Calwell High School from 1st January 2022 until today 1st April 2022 (including but not limited to incidences relating to student on student violence, student self-harm, student to teacher conflict, student to teacher violence, student to teacher harassment)”*

Let me know if you need the team to upload the actual full reports, we can add to teams channel.

Some notes Sophie has included:

Of the 53 incidents;

- The main theme is students refusing to follow instructions provided by teachers and escalating.
- Incident number [REDACTED] seems to be the initiating incident between [REDACTED] toward [REDACTED]. 7 further reports relate directly to the ensuing critical incident.
- 11 reports relate to parent/family threatening and abusive behaviours.
- 9 discrete incidents make reference to students inciting other students to engage in negative behaviours.
- 7 of the incidents are related to students [REDACTED]

Thanks, any questions let me know.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: [Atkins, Jessie](#)
To: [Seton, Sam](#)
Subject: RE: Info for MO
Date: Wednesday, 6 April 2022 9:14:39 AM
Attachments: [Calwell HS Coaching Notes 2021 & 22.docx](#)
[image002.png](#)
[image003.jpg](#)

Hi

No worries. I can push meetings out today to get this stuff done.

I have attached the coaching notes from Murray W from his recent interaction with the school. Happy to compile this with the other advice from our teams into a collated list if that helps.

Kind regards

Jessie

Jessie Atkins

Executive Branch Manager | Complex Case Management

P: 0423 079 443 | E: jessie.atkins@act.gov.au

Student Engagement | Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Seton, Sam <Sam.Seton@act.gov.au>

Sent: Wednesday, 6 April 2022 9:10 AM

To: Atkins, Jessie <Jessie.Atkins@act.gov.au>

Subject: FW: Info for MO

Hi

See attached – I'll ring you soon. They wanted this by 9am

Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

Student Engagement

Education Directorate | **ACT Government**

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work

From: Toogood, Tim <Tim.Toogood@act.gov.au>

Sent: Wednesday, 6 April 2022 9:06 AM

To: Seton, Sam <Sam.Seton@act.gov.au>

Subject: Info for MO

Hi Sam,

Can you add any additional engagement from SDD that fits with these areas?

Cheers,

Tim Toogood

Director School Operations

Phone: 0468514690 Email: tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government
Hedley Beare Centre for Teaching and Learning Stirling |GPO Box 158
Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Instagram | LinkedIn |
Google+

I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.

Calwell HS External Coaching Notes

School & Team Details

	Current	Previous
Principal	Megan Altenburg	
Deputy Principal	Natalie Dickie & Trish Marton	
Internal Coach	N/A	
External Coach	Sam Danaher	Bron Motion & Andrew Jacobson (Term 1 2021)
PBL Team Members	Name	Role
PBL Expectations	Unknown	
School Values	Unknown	
SEL Programs	Unknown	
Other School Foci	Unknown	
Year started PBL	2017	

Key Data Assessments

Year	SAS	SET	C.Room SAS	BOQ	School
2020-2021	TBC	TBC	N/A	N/A	TBC
Summary/ Handover Comment					

Presentations Summary

Tier 1					
Executive presentation	Staff presentation	Universal Non-Classroom Systems	Universal Non-Classroom Systems UPLOAD	Universal Classroom Systems	Universal Classroom Systems UPLOAD
completed	completed	completed	N/A	completed	N/A

Trained Universal Essential Features

Action Plan	EF 1	EF 2	EF 3	EF 4	EF 5	EF 6	EF 7
Shared Google Drive HERE	Common Language, Vision and experience	Leadership and school wide support	Clarifying Expected Behaviours	Teaching and practicing Expected behaviours	Encouraging Expected behaviours	Discouraging Expected behaviours	Ongoing monitoring and evaluation (Data)
Summary/ Handover Comment							
Action plan	ECP1	ECP2	ECP3	ECP4	ECP5	ECP6	ECP7
	Relationships	Environmental Management	Classroom expectations and rules	Procedures and routines	Encouraging expected behaviours	Responding to problem behaviour	Active supervision
Summary/ Handover Comment							

Coaching Notes

Communication Key:

IC	TM	EC			
Internal coach	Team Meeting	External coach			

Date	Communication	Minutes and Actions
		•
28/03/2022	Meeting	<p>Attendees: Murray Walpole (Sen Director PBL), Michael Wensing (Director PBL), Sue Norton (DSI), Trish and Natalie (DP), Megan (Principal) was an apology [redacted]</p> <ul style="list-style-type: none"> • Sue acknowledged that the PBL systems were strong in 2016, but they fell off over the years. • Murray shared the PBL triangle tool based on 2021. Evident that there are too many students requiring tier 2 and 3 interventions and that is unmanageable for staff. Student in Tier 1 60%, Tier 2 17%, Tier 3 23% • Murray identified the need to improve positive verbal acknowledgment practices and embed a simple and effective system. Discussion of the formation of a small (3 people) universal tier team that will meet with Murray and Michael in week 2 of stand down. • Student refusal to engage in learning is high, identified need to work on pedagogy. 33% new educators. Essential skills training is taking place in a coaching format with SLCs, some knowledge required on function of behaviour. • Natalie identified the GROW class -targetted SEL intervention and that a tailor made SEL program is in place, and continually being evaluated and developed at a universal level for all students. <p>Follow up email 29/03/2022 from Sue summarising actions</p> <ul style="list-style-type: none"> • Prepare a one page strategic plan for the introduction of reframing positive acknowledgement. • Meet with the wellbeing team during the second week of stand down with Murray and Michael and look at the data to establish the 'why' and the 'how' to increase students in the green. • Prepare presentation for staff in week 1 about reframing positive acknowledgement • Staff to decide whether they will use ticket system as a reminder to staff to focus on positive acknowledgement • Develop a school wide approach to the priority (eg. One of the expectations – possibly respect/speaking respectfully) area and how this will be communicated to students and acknowledged • Pastoral care (Aspire) to focus on the priority – how will we gain a common understanding for all staff to deliver the message? • Community comms to be developed to inform community of the

		priority being focused on.
21/03/2022 22/03/2022	Email	<ul style="list-style-type: none"> Email from Megan (Principal) to EDUPBL inbox requesting 'supports with regards to further developing our processes into a document to share with the community.' Michael forwarded to Sam to arrange meeting. Request from Sam Seton to Murray to support Calwell directly. Sam requested not to arrange meeting. Murray arranged meeting for Mon 28th March.
2021		
12/08/2021		COVID Lockdown
02/8/21		<ul style="list-style-type: none"> Principal asked EC to make contact again in early term 4. Currently working very hard in the staffing space.
19/3/21	Principal Meeting	<ul style="list-style-type: none"> Bronwyn and Andrew met with Megan Altenburg (Principal) Following senior leadership changes and post COVID year school has decided to stop current PBL processes and restart Tier 1 implementation New school values have been created and shared with school and community - senior executive want to embed before linking with PBL as there is a current perception that current messaging re: values is confusing Megan has asked that the team make contact in Wk 4 Term 2 to coordinate the next PBL discussion.

Fitzgibbon, Breanna

From: Toogood, Tim
Sent: Wednesday, 6 April 2022 9:34 AM
To: Huxley, Mark
Subject: Details for MO
Attachments: Additional details for MO.docx

Hi Mark,

Additional details attached. I will update when more info is received from Sam/SE.

Cheers,

Tim Toogood

Director School Operations

Phone: 0468514690 Email: tim.toogood@act.gov.au

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I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.

Flex Ed Redesign

- Term 2 2020 change management process enacted to support and redesign support for tier 3 students – reduce risk to staff and meet student needs.
- SLB from ESO, engaged to redesign flexible education class. Focus on ensuring flexible education operates as a part of the whole school
- Flexible Education to support all students to access an individual educational offering and support staff and student safety and wellbeing

ICW Redesign

- Redesign of the front entrance to support safety and security for front office and school staff
- Occupational Therapists and ICW designed a new front entrance that prioritised the safety of school staff and students in the event of a lock down being required
- ICW supported redesign of LSU in 20/21 stand down to support increased enrolments

Student Services Redesign

- Term 2 2021 SOGB from ESO Occupational Violence team came into the school to support redesign of student services
- Training provided at school on engagement and triaging of students entering Student Services space – supported appropriate support and resources to reach each child in a timely manner
- 2 SLC's employed in student services to support students in need
- Senior Leaders in schools developed case management process to support highest risk students. Process started during lockdown, continued afterwards due to success.

Customised EAP

- Term 1 2020 - 1:1 support for staff and executive on individual wellbeing of staff provided by external consultant
- EAP available at all times for staff to contact independently and confidentially
- EAP available to all staff following incident on 24th
- Customised EAP sessions run on site 28th March and 4th April. EAP visits planned for 7th April and 8 April.
- Provision made to ensure staff can access EAP when they require

From: [Haire, Katy](#)
To: [Myers, Christina](#)
Cc: [DGEDUoffice](#); [Matthews, David](#); [Simmons, Jane](#); [Huxley, Mark](#); [Short, Paul](#)
Subject: RE: FOR URGENT APPROVAL: Text for Minister's Office
Date: Wednesday, 6 April 2022 9:40:00 AM
Attachments: [TPs for Assembly 6 April 2022 v4 KH final.docx](#)

OFFICIAL

Thank you Christina and to everyone for your amazing rapid work this morning.

This is the final I have sent on.

KH

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: Myers, Christina <Christina.Myers@act.gov.au>
Sent: Wednesday, 6 April 2022 9:34 AM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Subject: FOR URGENT APPROVAL: Text for Minister's Office
Importance: High

OFFICIAL

Dear Katy

Please find attached final text to provide to Minister's office when you have approved.

Thanks

Christina

Christina Myers
Director, Inclusion Team
Student Engagement
Education Directorate
ACT Government
GPO Box 158 Canberra ACT 2601
Email: christina.myers@act.gov.au

I work Monday-Thursday, 9am-2.30pm.

Talking points

Minister for Education and Youth Affairs

ACT Legislative Assembly

6 April 2022

ACT Public Schools

More than 50,000 students attend ACT Public Schools. There are more than 4000 teachers across our 90 public schools.

Every local school is a great school. Our schools and teachers work incredibly hard to deliver a high-quality education for our students.

The ACT Government believes every child deserves a great education and the life chances which flow from it. The Future of Education Strategy is a road map for continued focus and investment.

The *Future of Education* is a 10-year strategy for the ACT to guide all parts of our education system to support and deliver excellence and equity in educational outcomes for each and every child and young person.

The vision of the strategy is to build a future-focused education system that equips children and young people with knowledge, skills and understanding to prepare them to embrace the opportunities and face the challenges that are emerging in our rapidly changing 21st century world.

The ACT Government is committed to investing in education. The most recent budget included an additional \$51m in recurrent funding including:

- More than \$21m for Chromebooks for Years 7-12 students and \$2.8m for internet access for students who need it along with e-safety initiatives
- \$12.5m for early childhood education and care investment
- \$11.5m to boost the Education Equity Fund to reach an estimated five times as many students
- \$7.4m for an additional 22 youth and social workers
- \$1.5m to trial a breakfast and lunch program
- \$450,000 to review inclusive education
- And \$455,000 to provide college students with free and confidential legal advice

In addition, the Government continues to invest in school infrastructure, including the expansion of Margaret Hendry School, a new Taylor high school, the modernisation of

Garran Primary School and Narrabundah College, the new Strathnairn primary school, an ongoing repairs and maintenance program, the removal of hazardous materials, and the installation of modular learning facilities.

National teacher shortage and COVID-19 pandemic

As members are aware, a national teacher shortage is impacting government and non-government schools right across the country.

In the ACT we are actively taking steps to address this including ongoing recruitment campaigns and the establishment of the Teacher Shortage Taskforce.

The COVID-19 pandemic has also significantly impacted schools over the past two years. There's no doubt that the constantly changing COVID-19 situation is making life difficult for teachers and school staff. Especially in the broader context of the current national teacher shortage.

The ACT Government has been working collaboratively with stakeholders including the Chief Health Officer, the ACT Council of Parents and Citizens Associations, the ACT Principals Association, the Australian Education Union, Catholic Education, the Association of Independent Schools to produce the best possible outcomes for our school communities.

All schools in the ACT are following a clear set of health guidelines developed by the ACT Chief Health Officer. The key measures are:

- Compulsory use of masks indoors for all adults, and for students in years 7-12.
- Masks for years 3-6 are encouraged.
- Arranging students and staff into groups, and keeping those groups separate through measures like staggered timetables for shared spaces and different entry points to school. This is known as 'cohorting'.
- Improved ventilation in classrooms to ensure good circulation of fresh air.
- Outdoor learning where possible.
- Increased cleaning across schools.

Government schools have also implemented:

- COVID safety plans
- Updated Indoor Air Quality Plans.
- Revised drop off and pick up arrangements.
- Restrictions to visitors on site during school hours,
- Restrictions on school events and excursions.

Rapid Antigen Tests (RATs) have been made available free of charge to staff and students in schools and to staff in early childhood education and care services since the beginning of the year.

Inevitably, the pandemic has also had an impact on staffing, which is why we had planned to switch to temporary remote learning where staff absences prevent normal face-to-face learning from continuing. Several public and non-government schools have moved some cohorts of students to temporary remote learning for this reason and this strategy will continue throughout the school year.

A workforce matrix has been in place since the start of Term 1 to support schools to manage staffing absences.

This was developed in consultation with principals and the AEU and has supported the Education Directorate's active monitoring of the impact of COVID on school capacity. There is an agreed escalation model which includes shifting to partial remote learning.

Despite these challenges, we are committed to keeping our schools safe and supportive environments for staff and students.

With our stakeholders, schools and principals, we have planned for the eventuality of staffing impacts due to COVID-19.

The health and wellbeing of our staff and students has always been our top priority.

The Directorate has established a centralised staff relief pool, developed comprehensive plans to support schools with higher absences and, has introduced workload reduction strategies.

One of the scenarios we planned for in all schools is a switch to temporary remote learning where staff absences prevent normal face-to-face learning from continuing.

While we know kids learn best in the classroom, these temporary remote learning periods are going to be necessary at various stages.

The Directorate has also built a comprehensive suite of online learning materials which are tailored to year level, and updated weekly.

Several ACT public schools have now moved some cohorts of students to temporary remote learning, including Macgregor Primary School, Gordon Primary School, Calwell High School and Namadgi School.

I'm aware several non-government schools have also employed temporary remote learning to alleviate workforce pressures this term.

Parents should expect this strategy to continue throughout the school year, especially as we head into the colder months and anticipate further COVID-19 spikes will impact our workforce.

COVID-19 is an ongoing and often unpredictable challenge that is impacting all parts of the community. Our schools are not immune, but it's a challenge we anticipated and are well prepared for.

As members are aware, today several schools are undertaking partial remote learning. In addition to Calwell High School (Years 7,8), this includes some cohorts at Macgregor Primary (Years 4, 5, 6), Gordon Primary (Years 4, 5, 6) and Namadgi School (Years 3, 4, 5, 6).

In Term 2 school principals in ACT public schools will be able to consider additional measures including:

1. **Revising the timeline for teacher and school leader annual development plans and discussions.**
2. **Giving schools the option to 'opt out' of school reviews this year.** We will also modify the membership of the school review panel to include retired principals only, rather than asking current principals to take time away from their own schools.
3. **Continuing the central relief pool** so we can manage relief staff to schools on a priority basis.
4. **Rolling over Enterprise Agreement Implementation Plans.**

Principals will have the autonomy to choose which of these strategies best suit their school's needs and will most help to address workload pressures.

Calwell High School

Madam Speaker, on 24 March 2022 there was a serious incident at the Calwell High School where a student and three staff members were allegedly assaulted, resulting in physical injuries. ACT Policing were called and attended the school. Staff received medical treatment as a result of their injuries. All impacted students and staff are being supported by the school and the Education Support Office.

The school's principal is currently on leave with an experienced school principal replacing her for the remainder of the term. A student was suspended for 15 days as a result of the incident.

I understand that the Australian Education Union asked that WorkSafe ACT attend the school following this incident. That visit took place on 31 March and following the visit, the Directorate received notices from WorkSafe ACT regarding a number of matters at the school.

The Directorate will meet its obligations under these notices, and is committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are satisfied.

As part of our compliance with our WorkSafe obligations, Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.

I want to be very clear, violent incidents like this are very rare in ACT public schools and when they do occur, we treat them very seriously as we have done in this instance.

Directorate executive are in place at the school supporting the school's staff and leadership team.

Counsellors are onsite at the school to provide wellbeing support to those staff who wish to access the service.

Additional school psychologist supports are available via telehealth for year 7 and 8 students learning remotely.

The school's Support Plan is being updated ready for implementation in term 2. Key themes will focus on risk management, approaches, teaching quality, health and wellbeing for students and staff, and pedagogical practices.

Staff have been briefed on supports available and plans to address issues identified by WorkSafe ACT and concerns raised by unions.

As this place was advised yesterday, Calwell High is experiencing workforce pressures and has been receiving support to manage this over recent months.

The Directorate and school leadership have been closely monitoring teacher absences and the school has had access to priority relief staff.

Occupational violence

Madam speaker, schools are part of their communities.

Issues like violence and bullying are a whole-of-community issue requiring a whole-of-community response and our schools engage with their communities to develop policies, plans and activities, such as through the National Day of Action Against Bullying and Violence.

Everyone deserves to be safe in their workplace. The Education Directorate has a maturing safety culture that actively encourages occupational violence reporting through the Riskman system.

Its People and Performance Branch conducts wellbeing check ins for incidents related to occupational violence.

Some of the ways we are working to address occupational violence in our schools include:

- The ongoing implementation of the *Positive Behaviours for Learning* whole-school approach to encouraging positive behaviours and prevent and address challenging behaviours
- Ensuring trauma-informed practice is embraced by our schools and that our teachers understand the impact of trauma on brain functioning and associated learning needs
- A focus on student social and emotional learning in our schools
- A suite of wellbeing initiatives for staff
- Investing \$10m in a school administration system to improve our capturing of real-time data and information about what's happening in schools, providing Education Support Office staff with access to data showing details of incidents as they are reported
- Listening to students and hearing their ideas and feedback about what makes a friendly and welcome school, such as through the Student Congress which provides me with direct advice about what its members consider important

- Developing and delivering occupational violence learning, Protective Actions Training, Targeted Team Teach in response to occupational violence, and ensuring Occupational Violence and Restrictive Practice training is presented during new starter induction
- Supporting schools with the establishment of the occupational violence and complex case management team
- Supporting schools and students with access to school psychologists and allied health professionals including occupational therapists, speech therapists and social workers
- Learning Support Assistants are able to access a scholarship program for the Certificate IV in Education Support, which has a focus on building capability to work with students with complex needs and challenging behaviours
- Teachers are able to access the Teacher Scholarships Program, which provides financial support to undertake further study, training and/or research to build teacher capability.



From: [Haire, Katy](#)
To: [DGEDUoffice](#)
Subject: RE: FOR CLEARANCE: Work safety concerns at Calwell High School
Date: Wednesday, 6 April 2022 9:43:00 AM
Attachments: [image001.png](#)

OFFICIAL

approved

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: DGEDUoffice <DGEDUoffice@act.gov.au>
Sent: Tuesday, 5 April 2022 8:03 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: FOR CLEARANCE: Work safety concerns at Calwell High School

OFFICIAL

Hi Katy,

Draft email below for your approval to send the additional two received notices to the AEU in the morning:

Dear [REDACTED]

Further to the notices provided to you on Monday, the Directorate has received an additional two notices from WorkSafe ACT regarding Calwell High School. These are attached for your information.

The Directorate continues its work to meet its obligations under these notices and will remain engaged with WorkSafe ACT and the AEU as we work through the issues that have been raised.

Best wishes
Katy

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 11:04 AM
To: [REDACTED]; Haire, Katy <Katy.Haire@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; [REDACTED]
[REDACTED]

[REDACTED]; Ackland, Daniel
<Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice
<DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

[REDACTED]

Please find attached the two Improvement Notices, as requested.

Please let me if you are available to meet to discuss over the next couple of days.

Regards

Dave Matthews
Executive Group Manager, Business Services Group
Education Directorate, ACT Government
Email: david.matthews@act.gov.au

From: [REDACTED]
Sent: Friday, 1 April 2022 7:00 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David
<David.Matthews@act.gov.au>; [REDACTED]
[REDACTED]
[REDACTED]; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley,
Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul
<Paul.Short@act.gov.au>
Subject: Re: Work safety concerns at Calwell High School

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Thanks Katy.

We look forward to working through these matters with you next week.

It would also assist us greatly if the Directorate could provide the notices to us for our information.

Regards

[REDACTED]

[REDACTED]

[REDACTED]

From: Pilicic, Courtney <Courtney.Pilicic@act.gov.au> on behalf of Haire, Katy <Katy.Haire@act.gov.au>

Sent: Friday, 1 April 2022, 6:20 pm

To: [REDACTED]

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David

[REDACTED]
[REDACTED]; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

Dear [REDACTED]

Thank you for your email and in particular acknowledging our ongoing commitment to maintaining the safety of our staff and students. I would specifically like to acknowledge your representations from the Calwell High School sub branch and the issues that have been raised. The Directorate has been engaging with the school leadership on these issues both prior and subsequent to your correspondence. We take these issues very seriously. As you are aware the Directorate has received notices from WorkSafe ACT regarding Calwell High School. I can assure you that the Directorate will meet its obligations under these notices and engage with WorkSafe ACT and the AEU as we work through the issues that have been raised. I can advise that a decision has been made for Years 7 and 8 students at Calwell High School to transition to remote learning for Week 10 of Term 1. In addition the Directorate will continue to engage with our people and provide staff with wellbeing supports during this challenging period.

We would welcome ongoing dialogue with the AEU on these issues early next week and I would encourage you to make contact with David Matthews or Daniel Ackland should you wish to discuss these issues in the meantime.

[REDACTED]

The Directorate is committed to ongoing dialogue and action in conjunction with AEU on these important issues.

Best wishes
Katy

Katy Haire | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO Box 158 Canberra ACT 2601 | www.education.act.gov.au

From: [REDACTED]

Sent: Wednesday, 30 March 2022 7:25 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED]
[REDACTED]
[REDACTED]

Subject: Work safety concerns at Calwell High School

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Hi Katy

Apologies for the late email. We would have followed up tomorrow by phone, [REDACTED] have operational carriage of this matter for the AEU.

Yesterday afternoon our members at Calwell High School met to discuss the recent pressures that their school has been under. This included serious work safety concerns and ongoing staffing problems. At their meeting, they unanimously passed a motion that:

The Calwell High School sub-branch seeks the urgent assistance of Work Safe ACT and the AEU branch office to make our workplace safe.

The ACT Education Directorate has failed to maintain the staffing levels it promised to the school in June 2021, and the school is unable to secure relief teachers to cover ongoing absences.

Serious and recurring staff absences have resulted in the frequent collapsing of classes, and this is exacerbating serious instances of occupational violence and dramatically undermining the health and wellbeing of staff and students. Collapsed classes routinely breach enterprise agreement limits and with up to 60 students in a single class, the composition of students is not able to be controlled compounding the dangers and the risks.

The sub-branch notes that a staff member has been physically injured because of a recent occupational violence incident, and that the ongoing student defiance, violence and mobbing behaviours are contributing to staff feeling unsafe.

Calwell High School sub-branch is aware of the extensive teacher shortage across the ACT, and the staff shortage matrix which the Education Directorate is supposed to be using to make our workplaces safe. Calwell High School has been accessing the Level 3 measures in the matrix, but these have been unable to be delivered consistently. The school has not yet accessed the level 4 measures in the matrix (including school closure measures), and this is exposing staff and students to dangerous ongoing threats to their health and safety.

The sub-branch requests that the school's senior executive continue discussions with the Education Directorate to secure additional staff to resolve the current situation.

In accordance with the request of our members, today we have raised their concerns with Worksafe ACT. We have also advised our members to continue logging work safety concerns via Riskman and behaviour incidents via SAS. We have been provided with a number of reports made by our members over recent weeks that detail significant work safety concerns. We have not provided those reports because they will identify the members who made them.

Further, we note with disappointment that these staffing concerns have re-emerged after we resolved a formal dispute about staffing and teaching hours under the dispute resolution provisions of the Teaching Staff Enterprise Agreement in July 2021. Our members now report that the measures we agreed to in resolution of that dispute have not been honoured by their employer. While we will investigate and consider how best to approach the industrial concerns raised by this situation, our most immediate concern and highest priority is the safety of staff and students at the school.

While the sub-branch has not directly asked us to raise these matters with the Education Directorate, we know that you are committed to ensuring the safety of staff and students in our schools and request your assistance in ensuring that the situation at Calwell is made safe. We note that the ACT Government has committed, through the Teaching Staff Enterprise Agreement, to ensure that the highest levels of health and safety are maintained for all employees. We want to work with the Education Directorate to ensure that this is the case for all AEU members in ACT Public Schools.

We seek your assistance to resolve the work safety concerns of AEU members at Calwell High School and to prevent similar work safety concerns from arising at other school sites.

Regards



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From: [Pilicic, Courtney](#) on behalf of [Haire, Katy](#)
To: [REDACTED]
Cc: [DGEDUoffice](#); [REDACTED]@aeuact.org.au; [REDACTED]; [REDACTED]; [Matthews, David](#); [Ackland, Daniel](#); [Simmons, Jane](#); [Huxley, Mark](#); [Short, Paul](#)
Subject: RE: Work safety concerns at Calwell High School
Date: Wednesday, 6 April 2022 9:49:58 AM
Attachments: [image001.png](#)
[Improvement Notice N-0000003618.PDF](#)
[Improvement Notice N-0000003620.PDF](#)

OFFICIAL

Dear [REDACTED]

Further to the notices provided to you on Monday, the Directorate has received an additional two notices from WorkSafe ACT regarding Calwell High School. These are attached for your information.

The Directorate continues its work to meet its obligations under these notices and will remain engaged with WorkSafe ACT and the AEU as we work through the issues that have been raised.

Best wishes
 Katy

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From: Matthews, David <David.Matthews@act.gov.au>
Sent: Monday, 4 April 2022 11:04 AM
To: [REDACTED]@aeuact.org.au; Haire, Katy <Katy.Haire@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; [REDACTED]
 [REDACTED]@aeuact.org.au; [REDACTED]@aeuact.org.au; [REDACTED]
 [REDACTED]@aeuact.org.au; Ackland, Daniel
 <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice
 <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Subject: RE: Work safety concerns at Calwell High School

OFFICIAL

[REDACTED]

Please find attached the two Improvement Notices, as requested.

Please let me if you are available to meet to discuss over the next couple of days.

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Dave Matthews
 Executive Group Manager, Business Services Group

Education Directorate, ACT Government
Email: david.matthews@act.gov.au

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Sent: Friday, 1 April 2022 7:00 PM
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Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>; [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>; [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
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Thanks Katy.

We look forward to working through these matters with you next week.

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Regards

[REDACTED]

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From: Pilicic, Courtney <Courtney.Pilicic@act.gov.au> on behalf of Haire, Katy <Katy.Haire@act.gov.au>
Sent: Friday, 1 April 2022, 6:20 pm
To: [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>; [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>; [REDACTED] <[\[REDACTED\]@aeuact.org.au](mailto:[REDACTED]@aeuact.org.au)>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
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Regards



From: [DGEDUoffice](#)
To: [REDACTED]
Cc: [Ackland, Daniel](#); [DGEDUoffice](#); [Matthews, David](#)
Subject: WorkSafe ACT Improvement Notices - Calwell High School
Date: Wednesday, 6 April 2022 10:10:02 AM
Attachments: [Improvement Notice N-0000003618.PDF](#)
[Improvement Notice N-0000003620.PDF](#)

OFFICIAL

Dear [REDACTED]

As discussed with Daniel this morning, please see attached two notices from WorkSafe ACT regarding Calwell High School received by the Directorate for your information.

The Directorate continues its work to meet its obligations under these notices and will remain engaged with WorkSafe ACT and the CPSU as we work through the issues that have been raised.

Kind regards,
Courtney

Courtney Pilicic | A/g Executive Support Officer to Katy Haire, Director-General, Education Directorate

Phone: 6207 8330 | Mobile: 0466 244 210 | Email: courtney.pilicic@act.gov.au

220 London Circuit, Canberra City ACT 2612 | GPO Box 158 Canberra ACT 2601

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