

13 February 2022

Dear Parent/Caregiver,

Allegra School Coffs Harbour is a child safe organisation that is committed to child safety both inside and outside of our organisation.

Child safety is a shared responsibility at all levels of our organisation. Allegra staff understand and comply with our codes of conduct that set clear behavioural standards when interacting with children. Further, staff understand their obligations in reporting, sharing information and keeping records.

Schools are required to communicate the steps that parents/caregivers can take should there be any child protection concerns with regard to any members of our staff. If you have any child protection concerns, please contact our School Principal, Erin Caceda, on 02 6651 6898 or via email [erin.caceda@allegraschool.nsw.edu.au](mailto:erin.caceda@allegraschool.nsw.edu.au)

If the issue relates to the Principal, please contact our Deputy Principal, Stuart Hughes, on 02 6651 6898 or via email [stuart.hughes@allegraschool.nsw.edu.au](mailto:stuart.hughes@allegraschool.nsw.edu.au)

We will then follow the procedure as described in the Allegra School Coffs Harbour Child Protection Policy. This policy is available on our website: <https://www.allegraschool.nsw.edu.au/>

If you have any concerns regarding child protection and the broader community, you may also contact our school for advice on how to proceed.

If you would like to discuss any issues regarding this email, please feel free to contact the school.

Kind regards,

Erin Caceda  
Principal



