

Start Here

The Schools Pack — what's in it and what you actually need

You need three documents to run this.

If you only ever open the three in the “For Teachers” folder, your school can take part properly. One more — the Wellbeing Coordinator Guide — belongs with your counsellor rather than the teacher. The rest is context and governance.

For teachers — the three that matter

Folder 2. This is the whole job.

- 1 **Teachers Pack** — the prompts for each year level, how to run a session, how to submit. Start here.
- 2 **Parent, Guardian or Carer Consent Form** — one per entry. Signed and kept at your school — never sent to us.
- 3 **Safeguarding Response Guide** — one page. What to do if a student tells you something.

For school admin and leadership

Folder 1. Read once, decide, file.

- 1 **Executive Brief** — the case for taking part, in three pages. Read this if you're deciding.
- 2 **Program Overview and Addendum** — every category, prompt, prize and segment. Reference, not required reading.
- 3 **Terms and Conditions** — the rules of entry.
- 4 **Privacy Collection Notice** — how student information is handled. Short answer: we never receive it.

For your wellbeing and safeguarding team

Folder 3. Give this to your counsellor before you start.

- 1 **Wellbeing Coordinator Guide** — for counsellors and child safety leads. What to expect, where responsibility sits, how disclosures are handled.

For your P&C and community

Folder 4. Entirely optional.

- 1 **P&C and Community Toolkit** — how a P&C can help, add a local prize, or bring in a sponsor.

How it works, in five steps

1. **Register** your school at www.cpf.org.au/schools. Takes a minute.
2. **Tell your counsellor or wellbeing lead** and pass them the Wellbeing Coordinator Guide. Safety content prompts disclosures — they should know.
3. **Run one or two sessions** using the prompts in the Teachers Pack. One class, a year group, or the whole school — whatever suits.
4. **Get consent forms signed.** They stay with you.
5. **Submit entries under a code** by the end of Term 4, 2026. Judging is January–February 2027; winners announced in March.

Three things worth knowing

- **It's free** and there's a wellbeing grant of \$200–\$1,000 for a winning student's school.
- **Your students' names never leave your school.** Entries come to us under a code and are judged blind.
- **Nothing is explicit.** No child is asked to write about their own experiences of harm — students are asked what keeps them safe and who they can turn to.

Questions? schools@cpf.org.au · 0421 822 576 · www.cpf.org.au/schools