



220 Forest Way Belrose NSW 2085

www.kamaroi.nsw.edu.au

Student Safety & Welfare Policy & Guidelines

Overview

This policy provides the guidelines for the School's responsibilities in relation to Student Safety and Welfare and will be adhered to in accordance with legislative requirements related to student welfare and child protection. The School will monitor student welfare to provide for the social, mental, physical and emotional wellbeing of the students in its care.

Policy

The school will create Policies and Guidelines to ensure that it provides a safe and supportive environment for all students in its care

1. The safety and security of students and other persons while on the site and using facilities.
2. Codes of Conduct in relation to the rights and responsibilities of staff and students
3. The Pastoral Care of Students including child protection, students with additional needs (Learning support), student health, homework, behaviour management, and anti-bullying harassment and discrimination, student achievement, serious incidents and supervision and safety.
4. Formal and informal mechanisms for providing communication between students/parents/care givers and staff.
5. Monitoring of Student attendance for student welfare and security.
6. Issues resolution guidelines and procedures to ensure that matters of concern can be raised and resolved by the school community

Legislative Framework

The School's responsibilities in relation to Student Safety & Welfare will be adhered to in accordance with legislative requirements of the Education Act (1990), the *Children and Young Persons (Care and Protection) Act 1998* (NSW) (the **Care and Protection Act**); the *Child Protection (Working With Children) Act 2012* (NSW) (the **WWC Act**); and the *Ombudsman Act 1974* (NSW) (the **Ombudsman Act**).

We deal with each below as well as other relevant legislation.

Context

Wisdom in the Spirit
Love in the Soul
Strength in the Will
These shall guide me
These shall hold me
In them I trust, to them
I give my life
Rudolf Steiner

This verse encapsulates the spirit of our attitude to ourselves as teachers and the children in our school. The Steiner teacher instils in the children an appreciation of children's rights and responsibilities to each other, to teachers and to parents.

Both teacher and school are committed to ensuring a safe and caring environment which promotes joyful learning, personal growth and compassionate interactions and places the student at the centre of the education process.

The school acknowledges that engaged learning only occurs when the needs of teachers and students for physical and emotional safety are met. Responses to inappropriate behaviour takes into consideration the particular situation and context, the individual circumstances, special needs and actions of the student and needs and rights of school community members.

1. Safety of Students

The School will meet its legislative obligations in related to Child Protection as outlined Kamaroi Rudolf Steiner School Child Protection Policy.

Legislative Requirements

All staff working at the school are required to complete the appropriate paperwork to comply with the *Commission for Children and Young People Act 1998, Part 7, Division 2* and *Child Protection (Working with Children) Act 2012*.

On an annual basis, the Principal provides all staff with Child Protection training. They are informed of their obligations in relation to Child Protection and mandatory reporting. Attendance at this training is monitored and recorded by the Principal.

Staff who are not able to attend are followed up by the Principal. All new staff to the school are trained by the Principal as part of their induction process.

Support

The School wishes to promote a learning environment where teachers and pupils should be mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the School.

The School encourages consultation between all members of the School community in matters which affect them.

Safe Environment

Appropriate measures are taken by School staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the students involved. Refer to Playground & Supervision Policy & Guidelines.

- Students are not to enter areas of the school where they cannot be seen, e.g. out of bounds areas in playground, boulders, costume room.
- Staff working in areas where they may be alone with students (e.g. Music teachers, learning support and Principal) are to ensure that there is a clear line of sight at all times.
- Students who catch buses travel in a groups where able,
- Students must use the main gates to enter the school. They are not to use the driveway at any time.
- On excursions, students are to go to the toilet in groups of 2 and if possible be escorted by a member of staff.
- Students are supervised after school until 330 and any remaining students are escorted to the office by the teacher on duty.

Buildings and Facilities

Buildings are checked bi annually for safety and the meeting of current legislative requirements by the Business Manager in consultation with staff. Any problems or defects noted are managed by the Business Manager. For more information please see the Buildings Premises and Facilities Policy and Work Health Safety Policy. The School's buildings and premises comply with the Disability Discrimination Act 1992.

Evacuation Procedures

The school has regular fire and lock down drills. For more Information refer to the Serious Incidents Policy and Guidelines and the relevant Emergency Procedures, located in the front office.

Risk Management

Staff are required to undertake risk management for on-site and off-site activities (see School Risk Assessment Process and Guidelines, Excursion & Other Visits Policy & Guidelines).

Major site works are carried out at times when students are not present.

2. Security

The school community will endeavor to ensure the security of all persons on site through provision of adequate security, maintenance of building and facilities and documented evacuation procedures.

Students

The school community will adequately supervise students while in the care of the school.

- The school has attendance procedures to monitor and record the number of students on site. For more information please see the Student Attendance Policy.
- Students are, as often as possible, under direct adult supervision including: play times, changing, at the bus stop, lunch times, on excursions and during classes.
- Students are dismissed from their classroom or other designated area at the end of day either, directly into the care of a parent/care giver or at the front of the school, or to the teacher on bus duty, or to after school care.
- Students dismissed off-site (e.g. on excursion) are checked off on a list as they are handed into the care of parents/care givers.
- Students are supervised after school until 330 and any remaining students are escorted to the office by the teacher on duty

Visitors to the School

Visitors are required to check in at the school office before entering the site or school buildings, wear identification and check out on departure. Staff who see visitors in the school without identification are to direct these visitors to the Office. For more information please see the Security Policy & Guidelines.

Buildings and Facilities

Teaching staff are appointed to lock the school classrooms each afternoon. Office staff lock the office area. Students are not to be inside the classroom if the teacher is not present. For more information please see the Security Policy & Guidelines and the Building, Premises & Facilities Policy & Guidelines.

3. Codes of Conduct

Kamaroi has a code of conduct setting out the responsibilities of staff students and parents. Please see Kamaroi the code of conduct (Appendix 1).

4. Student Leadership

At Kamaroi there are no formal leadership positions such as School Captain as all children are encouraged to show leadership in various areas, such as Class 1 buddies, Bus Monitors, whole school fundraising and the SRC. For more information please see the Pastoral Care Policy & Guidelines.

5. Pastoral Care

Pastoral care at Kamaroi School is about partnerships with teachers, parents, carers and social agencies to nurture the people of the school community.

Students have the right to an education, which responds to their individual needs in a safe, nurturing environment fostering positive relationships at all levels.

Students will be made aware of, and have access to, appropriate pastoral care arrangements within the school. The school will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.

The school employs a pastoral care worker for at least 300 hours a year (approximately 1 day a week) to assist with the implementation of the pastoral care program at the school.

6. Learning Support

The multi-disciplinary approach to learning support at Kamaroi encourages parents to share reports from other specialists with relevant teachers at school, picture building the child's needs in partnership, so they can be met as effectively as possible.

The school may also enlist the support of Association of Independent Schools consultants, or other independent consultants for advice and visits to the school. These consultants also provide support to teachers, along with the learning support team, in creating / monitoring learning plans for individual students.

Parents obtain external assessment/s and engage providers for on-going therapy as appropriate for their child's needs. The school will assist parents to the best of its ability with the identification of children's needs.

Learning difficulties are by their nature complex and varying levels of progress can be made. The school will work within its means to meet a child's needs so that he or she has optimal access to and participation in the school and class program. For more information please see the Learning Support Policy and Guidelines and the Gifted & Talented Policy & Guidelines.

7. Student Health

The school community has arrangements to deal with the specific health needs of students and the administration of medication. For more information please see the Illness Policy & Guidelines, the Medical Treatment of Students Policy & Guidelines and the First Aid Policy & Guidelines.

8. Homework

The school community has a set of Homework guidelines. For more information please see the Homework Guidelines.

9. School Behaviour Support

The School will have in place policies and guidelines related to the management and support of student behaviour to ensure the mental, physical and emotional wellbeing and safety of the students in its care. Responses to inappropriate behaviour takes into consideration the particular situation and context, the individual circumstances, special needs and actions of the student and needs and rights of school community members. For more information please see the School Behaviour Support Policy & Guidelines.

10. Student Achievement

Whilst there is no formal merit system, at Kamaroi it is instilled in children a will to succeed and to do their personal best, through regular feedback, goal setting, entry into the Golden Book for special efforts usually community based, and/or for school service.

11. Serious & Critical Incidents and Emergencies

In the event of a serious incident or emergency the school has a Serious Incidents Policy & Guidelines that it will enact. For more information please see the Serious Incidents Policy & Guidelines & the Schools Emergency procedures.

12. Bullying

Kamaroi has in place procedures to deal with incidents of bullying. The school takes seriously all reports of cyber bullying, intimidation or physical harm. The school maintains contact with the School Liaison Police and utilises these services when needed.

Contact details

Robyn JENNINGS | Senior Constable | Youth Liaison Officer
Northern Beaches Local Area Command | Cnr St David Avenue & Fisher Road DEE WHY 2099
Ph: 02 99713399 | EN: 68025 | FAX: 02 99713366 | EN: 68011
Email:jenn1rob@police.nsw.gov.au

For more information please see Serious Incidents Policy, Behavior Support Policy, & Anti-Bullying Policy & Guidelines, Pastoral Care Policy & Guidelines and refer to the Staff /Student /Parent Codes of Conduct and Students Rights and Responsibilities. See appendix 1

13. Electronic devices

The school has guidelines to cover the usage of mobile phones & electronic devices during school hours.

The school provides education on cyber bullying for parents and students through its Parent Education program and access to police liaison. In the case of school camps involving overnight stay, the School does not allow students attending, to carry mobile phones (staff mobile phone numbers will be made available to parents for emergency purposes).

Personal safety and security: Kamaroi accepts that parents give their children mobile phones as there is an ever increasing concern about children travelling alone on public transport or commuting long distances to school. This will be the only reason permitted for a child having a mobile phone at school.

Mobile phones must be kept in the student's school bag during the school day. Students are not permitted to use their mobile phones at all during the day. Any mobile phone being used during the day will be confiscated.

The decision to provide a mobile phone to their children should be made by parents or guardians. Parents must fill out a request for their child to have a mobile at school, and both parents and child will sign an agreement form.

The school can take no responsibility for the security of any electronic items brought to school.

14. Communication between Stakeholders

There are a number of ways the various stakeholders at the school communicate with one another.

- 1 Parent/care givers can access the Chairperson of the Board via email or letter via the School office.
- 2 The School holds parent/teacher meetings at the end of Term Two and at any other time by appointment.
- 3 Parent/care-givers and teachers can communicate with the school via email and these will be forwarded to teachers.
- 4 The Parent Education program is offered to all interested parent/care givers, to promote greater understanding of the philosophy of the school.
- 5 There is a weekly memo and a weekly Staff Meeting to facilitate communication between staff. The minutes are available to all staff.
- 6 The school publishes a Weekly Newsletter the Bush telegraph with information for parent/care givers including a Principals message.
- 7 The school website is updated regularly for parents and others to have access to up to date information pertaining to the school.
- 8 Parents and Friends hold monthly meeting which are attended by a member of the School Executive and a Board delegate.
- 9 The school Staff Code of Conduct and Rights and Responsibilities encourages lively and timely communication from the staff to all members of the school community.
- 10 Student's rights and responsibilities are detailed in the School Behaviour Support Policy & Guidelines.

Further detail of the communication mechanisms can be found in the Communication Policy & Guidelines.

15. Attendance

At Kamaroi we have in place policies and Guidelines to monitor Student attendance. These detail responses and strategies to deal with unsatisfactory attendance. Details regarding attendance procedures are in the parent hand book on Kamaroi School website. Details related to attendance can be found in the Attendance Policy and Guidelines.

16. Issues resolution

The School has in place processes for dealing with complaints and grievances raised by students and/or parents. These processes will incorporate, as appropriate, principles of procedural fairness. For more information please see the Issues Resolution Policy & Guidelines and the Communication Policy & Guidelines.

Appendix 1

Kamaroi Code of Conduct: Rights, Responsibilities

- Children have a right to learn to the best of their ability and to be treated with dignity and respect
- **Children** all have a right to work, play and learn in a friendly, safe and helpful school.
- **Teachers** all have a right to teach in a friendly, safe and satisfying school, **which** is supported by the school community.
- **Parents** all have a right to feel welcome and to know their children work, play and learn in a friendly, safe and helpful school.

Responsibilities

Out of the above flows a need to be aware of the responsibilities we have to each other and our school. Responsibility is being aware of our conduct and being accountable for it showing co-operative and respectful behaviour through the consideration of others as well as ourselves.

Children have the following responsibilities:

- to respect others by:
 - acting and moving safely
 - taking turns
 - keeping our feet and hands to ourselves
 - be in the right place at the right time
 - use of appropriate vocal tone when addressing others
- to be co-operative (helpful, polite and punctual)
- to be attentive
- to work out problems in a fair manner
- to be honest
- to take care and do their best class work

Teachers have the following responsibilities:

- to provide a stimulating learning environment
- to be thoughtful, courteous and respectful of children and other teachers
- to reflect in their behaviour, the values that are expected of students
- to consistently implement the behaviour code

Parents have the following responsibilities:

To be supportive of:

- the Steiner philosophy at Kamaroi School
- teachers in their endeavours
- the implementation of the behaviour support code