



## Student Welfare Policy

### 1. RATIONALE

The need for comprehensive Student Welfare Guidelines when working with children, cannot be underestimated. These guidelines have been developed so appropriate procedures can be practised in the School, to protect all members of the School Community.

The following policies and legislations relevant to Student Welfare include.

- [CHIL001 Child Protection Policy](#)
- *Children and Young Persons (Care and Protection) Act 1998*
- *Ombudsman Act 1974 (Part 3A)*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulations 2013*
- *Advocate for Children and Young People Act 2014*

### 2. PROCEDURES

These procedures are intended to strengthen the climate of care in our School Community:

- All adults working with students must go through an Induction Programme regarding School procedures. This includes parents who may be left alone with students.
- If students are to be taken off school premises at any time, or are meeting off-premises, two or more adults should accompany them, preferably one male and one female.
- Permission slips with details (including names of adults who will accompany the students) are vital for all trips off school premises, whether during or outside of regular school hours.
- If students are to be collected by someone other than a parent, guardian or known baby-sitter, or dropped off somewhere other than their home, parents or guardians should provide written permission giving full details of that person's name and telephone number. The teacher-in-charge of an activity must remain with all students at the conclusion of an activity until every student has been collected. Never leave a student alone, waiting for a ride home.
- When a school activity requires an adult to drive student/s anywhere, be sure to have on file a form recording important information about the vehicle's operator and the vehicle to be used. A copy of the driver's licence, proof of insurance and vehicle registration should be provided. A letter must accompany the form indicating written permission from the parents and guardians for the student to travel in that vehicle for that activity. (This regulation includes all staff).
- If possible have plexi-glass inserts in all classroom doors, or half-doors, so that someone can see into classrooms at all times.
- Depending on the situation, it may be unwise to be alone (and out of sight of anyone else) with a student. If that seems necessary, ask another adult to stand by. You should file a short Record of Interview for the student file, noting that the private conference took place.
- If a student needs to undress (for example for First Aid or to get into a costume), ensure another adult of the same gender as the student, is present.
- Even playfully, or even if a student asks, do not touch any part of the body.
- If you have an encounter with a student where you think there might be a possibility of misunderstanding or misinterpreting your behaviour, debrief the encounter with the Principal, or Head of Sub School. Document it with a dated Record of Interview. Where possible, discuss the matter with the student's parent or guardian.


- For overnight camps, trips, etc. always have at least two adults present (more if the size of the group requires). Make parents and guardians aware of the general ground rules which will govern all such events. Be sure that separate sleeping areas are provided for boys and girls and that privacy is assured for use of bathroom facilities and for changing clothes. The camp or trip coordinator is the designated contact person for students, staff and parents.
- Use caution when screening any movies ensuring that you have previously viewed the film and that you have considered the rating of what is to be screened.
- Never meet a student at the end of the school day, or in an unplanned way, without clearing it with parents and guardians and/or appropriate supervising people.
- Never allow any material which displays nudity, or could by any standard be called pornographic, to be brought to School or to any school-related activity. If such material is brought, confiscate it at once and consult with the Principal or the relevant Head of Sub School to establish the fact that it was brought to the event by a student and not by an adult.
- Never allow alcoholic beverages, tobacco or illegal drugs to be brought to, or consumed at, School or during any school-related activity.
- Never offer an alcoholic beverage to a student.
- If a student comes to School or any school-related activity intoxicated (either from drugs or alcohol), contact the Principal or the Head of Sub School who will take appropriate action.
- Read guidelines and procedures relating to Child Protection.

Remember:

- Consult with the Principal or Head of Sub School
- Document incidents which you think may be problematic

### 3. POLICY ADMINISTRATION

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

<b>PAST004 Student Welfare Policy</b>	
<b>Date of Formulation</b>	April 2010
<b>Date of Last Review</b>	May 2019
<b>Date of Next Review</b>	May 2022
<b>Person Responsible</b>	Mark Douglas, Jeremy Godden, Charlotte Lush
<b>Position</b>	Heads of Sub Schools
Approved by the Principal	 Approved May 2019