WELFARE GUIDELINES POLICY - STUDENT

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

The following guidelines 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 or known baby-sitter, or dropped off somewhere other than their home, the parent/s or guardian 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. Attach to the form a copy of the driver’s licence, proof of insurance and the vehicle registration. A letter must accompany the form indicating written permission from the parent/s or guardian 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
- It is 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), do call another adult, of the same gender as the student, to at least hover nearby.
- 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, de-brief the encounter with the Principal, or Head of School. Document with a dated Record of Interview. Where possible, discuss the matter with the student’s parent or guardian.
- For overnight camps, etc. always have at least two adults present (more if the size of the group requires). Make parents/guardians aware of the general ground rules which will govern all such events, and whenever possible have the participants sign an agreement to abide by those rules in advance of the event itself. Be clear about specifying the consequences of any infraction. 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.
- Use caution about any movies or videotapes that might raise concerns. Think about showing them to parents first, or at least advise parents of any questionable sections (even if parents do not take up your offer, it is important to have made the offer).
- Never meet a student at the end of the School day, or in an unplanned way, without clearing it with parents 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 Head of School to establish the fact that it was brought to the event by a student and not by an adult teacher/leaders.

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 Head of School who will take appropriate action.

At overnight camps, etc designate one adult to serve as a confidential contact person for anyone who has concerns about the sexual behaviour of those attending.

Read guidelines and procedures relating to Child Protection.

The following Legislation may assist you. However please ensure that you have read the School’s Child Protection Policy. Should you require any clarification on Child Protection Policy please contact the Principal.

Policy: Child Protection Policy.doc

- Children and Young Persons (Care and Protection Act) – 1998
- Ombudsman Act - 1974
- Commission for Children and Young People Act 1998
- Child Protection Legislation Amendment Act 2003

Remember these helpful tools:

- Consult with the Principal, or Head of School
- Have clear understandings with School Management
- Document incidents which you think may be problematic

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.

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