

Student Welfare Policy (Senior Secondary)

Source of Obligation

The Victorian Registration Standards (**sch 4 cl 12**) (CECV Guidelines ref 4.1) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws.

The College must also ensure that its policies and procedures for student wellbeing are clear and consistent with diocesan policies.

Source of Obligation (Senior Secondary Schools)

The Victorian Registration Standards (**sch 8 cl 3**) (CECV Guidelines ref 8.5) require that:

- a senior secondary education provider must have policies and procedures in place that are consistent with any relevant legislation to ensure the care, safety and welfare of students and the provision of opportunities for students with special needs to access courses; and
- if two or more senior secondary education providers share the responsibility for providing an accredited senior secondary course or its components to a student, each of those providers must have procedures in place to identify and satisfy the legal duties owed to the student while the student attends, travels between or undertakes an excursion with the providers.

How We Meet This Obligation

CBC St Kilda has a range of student welfare and safety policies that are designed to ensure the care, safety and welfare of all students at the College. All staff are advised of their obligations under relevant laws, including child protection and occupational health and safety laws, at induction and then on an ongoing basis at least annually.

In addition to a high-level **Student Duty of Care Policy** which explains the duty of care owed to our students and how staff are required to discharge their duty of care, the College has developed a complete **Student Duty of Care Program** which addresses specific student care, safety and welfare issues at the College.

Staff Professional Learning

CBC St Kilda provides professional learning for all staff on student wellbeing, critical incident management, restorative practices.

Student Welfare (CECV 4.1.1)

CBC St Kilda ensures that:

- all school policies and procedures for student wellbeing are clear to follow and consistent with legal requirements, diocesan policies and procedures and the diversity of student needs
- our policies for student wellbeing are published on our website.
- we have a plan for staff to participate in professional learning sessions to support them to carry out their roles in keeping students safe.
- we have a bullying and harassment and procedures policy which clearly outlines bullying behaviour and how issues are managed by the College. The document needs to include how it supports students to recognise and respond to bullying behaviour, including cyber bullying. It is readily accessible to the College community. Our policies on student bullying, cyber safety and harassment are detailed in our **Student Duty of Care Program**.

Our policies on student welfare are detailed in our **Student Duty of Care Program** and **Child Protection Program** and include:

- **Student Welfare & General Safety Policies**
- **Bullying Prevention & Intervention**
- **Cyber Safety**

Student Safety (CECV 4.1.2)

To demonstrate that we manage student safety, CBC St Kilda ensures that:

- we take precautions to prevent abuse of a child by an individual associated with the College while the child is under our care, supervision or authority
- student safety policies and procedures are consistent with legal requirements and diocesan policies
- provide staff with frequent professional learning opportunities to support them carry out their roles in keeping students safe
- all mandated staff complete the **Department of Education and Training (DET) Mandatory Reporting eLearning module** each year

- we have a visitor's register
- College policies and procedures for off-site supervision of students. **DET Guidelines for Education Outdoors**
- the College has policies and procedures for the on-site and off-site supervision of students
- risk assessments of the College building, the grounds and the activities undertaken by the students are undertaken and acted upon
- all staff understand the requirements of this standard as detailed in the Guidelines.

Our policies on student safety are detailed in our **Student Duty of Care Program** and **Child Protection Program** and include:

- **Student Duty of Care (Summary)**
- **Workplace Environment & Amenities**
- **Child Protection: Managing the Risk of Child Abuse Policy**

On-Site Supervision
Supervision (General)
Supervision & Inspection - Playground

Off-Site Supervision
Excursions Policy
The DET Safety Guidelines for Education Outdoors

Safety and Welfare (External Providers)
External Education Provider Policy

Act to Protect and Report
General Legal Obligation to "Act to Protect" and to Report Child Sexual Abuse

Student Care (CECV 4.1.3)

To demonstrate that we manage student safety, CBC St Kilda ensures that:

- we have clear policies and procedures in place for student care that are frequently communicated to staff, students, parents, guardians and the College community
- we use the information gained from the accidents and incident register to improve student safety
- undertake a risk assessment of the College, grounds and activities undertaken by the students and act upon the findings of this assessment
- ensure that all staff receive the professional development to enable them to manage the requirements of this standard
- the internet use policy and procedures document is specific to the age of the student and includes cyber bullying.

Our policies on student care are detailed in our **Student Duty of Care Program** and include:

- **Student Welfare Policy**

Student Care and Safety
First Aid and Medical Treatment
Medication Administration
Medical Records
Medical Health Care Plans
Capturing Records of Student Injuries/Harm and Near Misses
Information & Communication Technology (ICT)
Critical Incident Plan

Child Protection (CECV 4.1.4)

In accordance with the Victorian Child Safe Standards and Ministerial Order No. 870, the College has developed and implemented a complete **Child Protection Program**. This Program enables the College to effectively manage the risk of child abuse in all college environments, promptly and appropriately respond to all allegations of child abuse, and maintain a zero tolerance approach to child abuse. Refer to the **Child Protection: Managing the Risk of Child Abuse Policy (CECV)** for more information.

The College ensures that all mandatory reporters complete the Department of Education and Training Mandatory Reporting eLearning module each year.

The College:

- makes policies and procedures and other documentation supporting the child safe standards available on the College website
- have embedded a culture of child safety and all child safety matters are taken very seriously
- has a visitor's register which is maintained

- ensures that all staff receive frequent professional development to enable them to manage the requirements of this standard.

Additional Student Welfare Policies

Our additional policies on student care, safety and welfare are detailed in our **Student Duty of Care Program** and include:

**Accident Management
Capturing Records of Student Injuries/Harm and Near Misses
First Aid Policy and Procedures
Information & Communication Technology (ICT)
Critical Incident Plan**

Students with Special Needs

Students with special needs are afforded the same access to courses in accordance with our **Disability Discrimination Policy**.

CBC St Kilda is committed to making reasonable adjustments for students with special needs. Individualised programs will also be developed for students with disabilities in consultation with parents/carers and relevant experts, to ensure access to courses.

Shared Responsibility for Courses with Other Providers

Where the College shares responsibility for a senior secondary course with another provider, we maintain a copy of the written agreement between the providers that states how each party manages its legal obligations for these students. This includes how each student attends the course, travels between the providers, or goes on excursions.

Documentation

The College maintains documentation in relation to our responsibilities to students with special needs who access senior secondary courses.

This documentation is maintained by our Learning Diversity Leader and copies of all documents are stored on student files.

Communication

These policies and procedures are communicated to staff, students, guardians, parents and the College community through:

- staff briefings
- staff manual
- the College Compliance site (Complispace)
- announcements in the College Newsletter
- the College Handbook (Parents and Students).

CECV Role

The CECV will coordinate the application for senior secondary with the VCAA and VRQA as required.