



## **Student Welfare Policy**

*Foundation for Life*

# Student Welfare Policy and Procedures

## 1. Purpose

The purpose of this policy is to outline the policies and procedures Coast Christian School ("Coast") has in place to ensure the welfare of students.

## 2. Rationale

Australian society accepts that parents and families have the prime responsibility for the welfare of their children. Families, however, share that responsibility with the general community and a range of its social institutions including schools. In enrolling their children at Coast, parents and carers rightly expect that their children will learn within a caring educational community that holds their welfare paramount. Parents and carers place their trust in the Principal, teachers and other school staff to fulfil the aims of the School within its Biblical Christian context.

Coast is committed to the welfare of students and to providing a safe and supportive environment for students.

## 3. Aims

The aims of this policy align with Coast's Vision, Mission and Values:

Vision: The School's Vision is to provide a **Foundation for Life**.

Mission: The School's Mission is to **create an environment of discovery where God, people and purpose connect**.

Values:

**GRACE**: Kindness, Forgiveness and Respect

**GROWTH**: Learning, Strength and Courage

**GRATITUDE**: Grateful, Happy and Satisfied

**GENEROSITY**: Giving, Sharing and Helping

**GENUINENESS**: Truthful, Real and Humble

How to Live: We want our students to **Work Hard; Be Kind; Show Respect**.

#### **4. Student Welfare Generally**

At Coast we will provide a safe environment for students where students welfare is paramount and they feel safe and secure.

Coast endeavours to provide a supportive environment for all its community members. This means an environment in which students are treated with respect and fairness; members of the school community feel valued; positive support and encouragement is provided by staff and students and consultation takes place on matters relating to students' education and welfare.

At Coast, student welfare is holistic and encompasses the emotional, physical and spiritual wellbeing of the student.

At Coast we ensure that each student should have at least one teacher who is responsible for and to each student.

The Principal is responsible for ensuring this policy is implement and followed, and for communicating with the parent/carer community on matters of welfare.

#### **5. Student welfare considerations:**

##### **Attendance: see also Student Attendance Policy and Procedures**

- Coast staff are briefed at the commencement of the year and throughout the year on the expectations of staff to monitor a student's attendance rate. Parents are briefed in the Parent Handbook and through regular articles in the Parent Letter.
- Coast teachers record student attendance online on the SENTRAL attendance register.
- The School Office staff will contact a parent if a child is absent from School and no reason has been provided. This is done daily.
- Late arrivals and early departures are recorded in the SENTRAL attendance register.
- The classroom teacher will communicate with parents/caregivers if the teacher thinks a child's attendance at school is unsatisfactory and the Principal is advised.
- Attendance awards and certificates are presented each year for students with exemplary attendance.

##### **Discipline: see also Student Discipline and Behaviour Management Policy and Procedures**

- Staff, students and parents are to know and understand the behavioural expectations at Coast. This is done through the Staff Handbook and Parent Handbook, regular articles in the Newsletter, announcements at Assemblies and Staff training sessions.
- Affirmation Strategies include Certificates presented at Assemblies, Chapel and Special events; "Caught you being Good" tokens given to students on the playground and in the classroom for exemplary behaviour.
- Teachers use Class Dojo to inform parents about positive behaviours at school.

- Correction Strategies include time-out; detention; restitution activities; discussion with the Principal; Behaviour Report (Sentral) advised to parents; Suspension – internal or external; Expulsion.

### **Anti-Bullying: see also Anti-Bullying and Cyber Bullying Policy and Procedures**

- The Anti-Bullying Policy is available on the Coast website.
- Staff, students and parents are encouraged to model anti-bullying attitudes and behaviours.
- Specific activities are provided in all classes to promote values associated with anti-bullying.
- Support and guidance is provided to the victims of bullying and intervention for individuals who bully others in accordance with the Student Discipline and Behaviour Management Policy and Procedures.

### **Intervention programs: see also Special Needs: Adjustment and Support Policy and Procedures**

- Students at risk are identified by the classroom teacher.
- The Learning Support teacher, classroom teacher and parent meet to identify and discuss the adjustments required to best support the learning needs of the child.
- An Individual learning program is designed and implemented by the classroom teacher and supported by the Learning Support teacher.
- Regular communication is maintained with the parent/caregiver.

### **Security: see also Supervision (classroom and premises) Policy**

- All staff and parents are advised of these procedures via Parent and Staff Handbook and through the Parent Letter from time to time. Students are advised of these procedures, as relevant, by classroom teacher.
- **Wearing name badges or site authorisation badges:** All Coast staff and visitors to the School site are to wear an identification badge. Coast staff will re-direct persons to the School Office if they are not wearing the appropriate badge.
- **Securing rooms:** All classrooms, offices, and staff toilets are to be kept locked at all times when not occupied. Staff are provided with appropriate key/s upon employment.
- **Privacy of information:** Office and teaching staff are required to store sensitive and private information in a lockable cabinet. Laptops and computers should be put into hibernation or shutdown when a staff member leaves their office or classroom so that access to private and sensitive information requires a password.
- **Money Collection:** All monies collected throughout the day are to be stored in a lockable cabinet in the School Office by the School finance personnel.

### **Supervision of Students: see also Supervision Policy**

- Staff are reminded of their Duty of Care at the commencement of the year, or at employment. Parents are informed of the hours of supervision through the Parent Handbook and regular articles in the Parent Letter.

- A playground duty roster is designed by the Principal or delegate to ensure adequate playground supervision is provided.
- An excursion application form must be completed by staff planning an excursion for students. This form includes the requirement for a risk assessment to be conducted by the organising teacher. A venue risk assessment is also required.
- Administration of Medications to Students- parents must apply in writing (Form FA-5) if their child requires medication at School. A register of medications will be recorded by the First Aid Officer (Form FA-4). Application for self-administered asthma, diabetes, epilepsy, anaphylaxis medication must use Form FA-6. A request for Coast staff to administer medications at a School Camp or excursion should use form FA-7.

### **Codes of Conduct: see also Codes of Conduct**

- Code of Conduct for School Community Members (includes staff) – is provided to staff upon employment and School Community Members upon engagement, and at the commencement of each year in the Staff Handbook.
- Student Code of Conduct – is provided to all students at the commencement of each year by classroom teachers. A copy is also included in the Parent Handbook. This Code is also included in the Student Discipline and Behaviour Management Policy.
- Child Protection Code of Conduct – is provided to all School Community Members at the start of each year in the Staff and Parent Handbook. Staff training is provided at the commencement of each year for Child Protection. (**See also Child Protection Policy**).

### **Complaints and Grievances: see also Complaints and Grievances Policy and Complaints Handling Procedure for Allegations of Staff Misconduct and Reportable Conduct**

- Complaints and Grievances Policy is provided to parents at the commencement of each year in the Parent Handbook. It is also available on the School's website. It outlines how a complaint is to be raised and who with; how will the complaint be addressed and when and how this will occur.
- This policy is designed to provide clear expectations to School Community Members in the event of a complaint or grievance.
- Our Complaints Handling Procedure for Allegations of Staff Misconduct and Reportable Conduct is available on our website and in hard copy upon request.

### **Pastoral Care:**

- Counselling – Coast provides pastoral care for students through teachers and the School Chaplain. For a student requiring a higher need of more individualised support, parents are directed to counselling services provided in the wider community. This information is provided in the Parent Handbook each year.
- The School Chaplain works with families and school staff to provide any additional pastoral care for students. The Chaplain attends some School excursions – including overnight excursions. The Chaplain co-ordinates the provision of support in cases of bereavement, family breakdown or other crisis or loss situation. Contact information

for the School Chaplain is provided in the Parent Handbook each year and in each Parent Letter throughout the year.

### **Homework: see also Homework Policy**

- Classroom teachers set Homework for each class K-6.
- Parents are advised regularly of the teacher's expectations for Homework via Parent Letter.
- Classroom teachers and parents are encouraged to regularly communicate when Homework expectations are not being met.

### **Student leadership: see also Student Leadership Policy**

- Year 6 students are eligible for Student Leadership and all are invited to apply.
- Selection is made by the Student Leader Committee (Principal; Yr. 5 teacher; Yr. 6 teacher) against the selection criteria.
- The Year 6 leading teacher has oversight for the Student Leadership programme.
- Students are provided with leadership training through regular meetings .
- Student Leaders consult with the Principal regularly to discuss any concerns or raise any suggestions the leaders may have for school matters.
- In the event of a breach of the Student Code of Conduct, a Student Leader's position may be suspended or withdrawn.

### **Critical Incidents: see also Critical Incident Management Policy**

- It is the Principal's responsibility to determine whether or not a critical incident has taken place and whether to implement the management plan.
- Staff are briefed on the management plan at the commencement of each year.
- An Evacuation drill will be conducted once each term. A lockdown drill will be conducted once each semester.
- Students will be briefed on lockdown procedures by their classroom teacher once per term.
- Evacuation and Lockdown procedures will be reviewed by staff following each drill or briefing. Where necessary, procedures will be adjusted. Copies of these reviews are kept in the Principal's office. All staff are advised of any adjustments through the issue of revised procedural documents and through staff meeting discussion. Minutes are kept of these meetings.
- All rooms must display a lockdown and drill procedure diagram to be placed at the exit door of each room.
- Parents are informed when a drill or briefing has taken place. Parent feedback is invited.

## 6. Student welfare programs:

The following welfare strategies, procedures and programs are implemented at Coast:

### Student Programs:

| <b>What:</b>  | <b>Who manages this?</b>   | <b>When does it happen?</b>   |
|---|--|---|
| <u>Buddy System</u> : Kindergarten students are assigned a "buddy" from Stage 3. "Buddies" are also provided for all other students in the school. "Buddy" lunches are scheduled each term. | Kinder and Stage 3 teachers.<br>The "Buddy" teacher.   | Daily in Term 1; twice weekly in Term 2; as required in Terms 3 & 4 |
| <u>House Family Groups</u> : Each family is assigned to a HOUSE Family Group. Points are collected throughout the year at Coast events  | Office Manager assigns the HOUSE. Teachers oversee events. Student Leaders and Stage 3 teacher maintains records of point scores. All staff participate. | Daily and at Coast events.  |
| <u>Coast Community Connect Events</u> : A social event is organised for all families to attend.   | Principal and Chaplain   | Once per term.  |
| <u>Seasons For Growth</u> : A small group loss and grief education program. For students with specific pastoral care needs.   | Chaplain and Teacher   | As required.  |
| <u>Student Leadership</u> : Year 6 students.  | Principal  | Weekly  |
| <u>Chapel</u> : All students celebrate one another's achievements; earn HFG points, learn Bible memory verses; sing, play and listen together.  | All staff and Chaplain   | Weekly  |
| <u>Student Interest groups</u> : Choir; Chess; Bucket Drumming; Dancing; Debating.  | Teaching staff   | Weekly  |
| <u>School Chaplaincy Support</u> : as requested by staff, students or parents.  | Principal and Chaplain   | As required.  |

### Staff Programs:

| <b>What:</b>  | <b>Who manages this?</b>                      | <b>When does it happen?</b>                     |
|---|---|---|
| <u>Staff Devotions</u> : staff meet for Bible reading/prayer Tuesday – Thursday. This occurs mostly in a corporate setting but sometimes in small groups. | Principal – all staff on roster to contribute | 8:05-8:20am                                     |
| <u>Counselling</u> : Coast will fund appropriate counselling/psychologist appointments as required.   | Principal                                     | As required.                                    |
| <u>Staff meetings/briefings and Professional Development sessions</u> :   | Principal                                     | Briefings - fortnightly<br>PD sessions - Weekly |
| <u>Social events</u> : organised by the staff   | Principal & staff                             | Once per term.                                  |

|  |           |                |
|--|-----------|----------------|
| <u>School Chaplaincy Support:</u> Chaplain is available to meet with staff | Chaplain  | As required    |
| <u>World Teachers Day:</u> Students honour their teachers.                 | Principal | Once each year |

**Family Programs:**

| <b>What:</b>  | <b>Who manages this?</b>                | <b>When does it happen?</b> |
|---|---|-----------------------------|
| <u>Meet the Teacher Night:</u> parents invited to meet their child's teacher/s and hear the plan for the new year from the Principal                | Principal                               | Term 1 Week 4 each year     |
| <u>Parent-Teacher interviews:</u> Formal interviews conducted.  | Principal and Office Manager            | Twice per year              |
| <u>Community Connect Nights:</u> Social opportunities for staff, parents and students to connect at the School over a meal and some fun activities. | Principal                               | Once in terms 1, 2 & 4.     |
| <u>School working Bees:</u> Projects to include parent participation in order to improve the School gardens, playgrounds, buildings etc.            | Principal                               | As required                 |
| <u>Whole school Prayer:</u> Parents invited to pray with the students and staff for the School and its community members.                           | Chaplain; Principal                     | Once per term               |
| <u>Fund Raising meetings and activities:</u> Organised by parents in collaboration with Principal.  | Principal; Fund Raising team of parents | As required                 |
| <u>School Chaplaincy support:</u> Chaplain is available to meet with parents.   | Chaplain                                | As required                 |

The following policies and procedures also contain specific Student welfare strategies:

- Child Protection Policy
- Privacy Policy
- Work Health and Safety Policy (including distribution and monitoring of medication)
- Staff Handbook
- Parent Handbook