



ST MARY'S COLLEGE

STUDENT WELFARE POLICY

Child Safe Standard 1: Culturally safe environments
Child Safe Standard 5: Diversity and equity
Child Safe Standard 6: Suitable staff and volunteers
Child Safe Standard 7: Complaints process

Context

St Mary's College Melbourne (St Mary's College) is a co-educational Catholic school in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

This policy should be read in the context of the College Child Safeguarding (Safety and Wellbeing) Policy and Procedures, and Student Duty of Care Policy.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Rationale

St Mary's College is committed to being a place of welcome and safety for students and their families. The welfare of each St Mary's College student is our foremost priority and we are committed to strengthening the wellbeing and learning outcomes of all students within a safe, inclusive and respectful learning environment.

Principles

The Education Training and Reform Regulations 2017 (sch 4 cl 12) 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.

Senior Secondary Colleges

The Education Training and Reform Regulations 2017 (sch 8 cl 3) 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.

Policy Statement

St Mary's College has a range of student welfare and safety policies 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 and when necessary.

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.

Procedures

St Mary's College's Student Welfare policies and procedures take into account that different and sometimes greater measures may need to be taken for vulnerable students, younger students or students with disabilities, in order for the College to provide the best care for our students and to discharge our duty of care.

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

- Student Welfare & General Safety Policies
- Bullying Prevention & Intervention
- Cyber Safety
- Harassment Policy (Student Against Student)

(See also College Child Safeguarding Complaints Management Policy and Procedures).

Student Safety

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

On-Site Supervision

- Supervision Policy

Off-Site Supervision

- Off-Site Supervision (Excursions and Camps) Policy

Safety and Welfare (External Providers)

- External Education Provider Policy

Bushfire Management

- Emergency Bushfire Management Policy

Student Care

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

- First Aid and Medical Treatment
- Medication Administration
- Current Register of Staff Trained in First Aid
- Medical Records
- Medical Health Care Plans
- Anaphylactic Shock Management

Child Protection

In accordance with the Victorian Child Safe Standards and Ministerial Order No. 1359, 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, meet our duty under the Wrongs Act 1958 to take reasonable precautions to prevent the abuse of a child and maintain a zero tolerance approach to child abuse. Refer to the Child Safeguarding Risk Management Policy and Procedures for more information.

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 (Emergency Situations) Response Plan
- Emergency Management Plan

Students with Special Needs

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

St Mary's College 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 and child safety 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 the Learning Diversity Leader and copies of all documents are stored on the staff collaboration drive.

Communication

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

- the College website
- the Staff Manual and Staff compliance site
- the College Handbook (Parents and Students)
- announcements in the College newsletter.

References

- Pastoral Care Policy
- Supervision Policy
- Child Safeguarding (Safety and Wellbeing) Policy and Procedures
- Child Safeguarding Complaints Management Policy and Procedures
- Child Safeguarding Risk Management Policy and Procedures
- Student Duty of Care Policy
- Student Duty of Care Program
- Off-Site Supervision (Excursions and Camps) Policy
- Vision for Student Wellbeing
- Ministerial Order No. 1359 – Child Safe Standards

Review

Updated to Ministerial Order No. 1359: 1 July 2022

Date of next policy review by the College: 2023

Appendix 1 Student Duty of Care Program – home page

(Staff Complispace PolicyPlus site)

Tools
Log an Incident or Hazard
College Internal Policies
Staff Manual (CBC Internal)
College Overview
College Governance
Human Resources
Child Protection Program
Student Duty of Care
Occupational Health & Safety
International Students Program
Training Room



STUDENT DUTY OF CARE HOME PAGE

The college and its teachers owe a common law duty of care to take reasonable steps to protect students from any injury that may be reasonably foreseen. This requires teachers and principals not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury.

CBC St Kilda has developed the following policies in response to student duty of care risks that we have identified.

Student Duty of Care Policies

General Principles

Student Duty of Care (Summary)
 Capturing Records of Student Injuries/Harm and Near Misses
 Identifying Student Safety Hazards

Student Welfare & General Safety

Counselling Services (Student)
 Disability Discrimination Policy
 Hazardous Substances Policy
 Manual Handling Policy
 Needles & Syringes Policy
 Noise Policy
 Personal Protective Equipment Policy
 Staff and Student Professional Boundaries Policy
 Slips & Trips Policy
 Supervision (General) Policy
 Supervision & Inspection - Playground Policy

Critical Incident Safety

Leadership Team & Response Procedures
 Crisis Management (Traumatic Events) Policy
 Critical Incident (Emergency Situations) Response Policy
 Critical Incident - Emergency Contact Details

Student Health

Accident Management Policy
 Allergy Awareness Policy
 Anaphylactic Shock Management Policy
 Asthma Management Policy (non-Asthma Guidelines)
 Asthma Management
 Bites & Stings Policy
 Diabetes Management Policy
 First Aid Policy
 Heat Stress Policy
 Infectious Disease (Student) Policy
 Medical Health Care Plans (High Risk Students) Policy
 Medical Records Policy
 Medication Administration Policy
 Sun Protection (Students) Policy

Critical Incident Response Guidelines

Abduction of a Student Policy
 Armed Robbery & Cash Handling Procedures Policy
 Bushfire Management Policy
 Bushfire Response
 Electric Shock Response Policy
 Evacuation Procedures
 Hostage Situation/Siege
 Lockdown
 Storm Management
 Suspicious Objects on Grounds
 Threats Received
 Violent Intruder on Grounds Policy

Transport & Traffic Management

Driving Safety Policy

Child Protection

Child Protection Program
 Child Safety Code of Conduct

Student Behaviour

Assault (Student Against Student) Policy
 Bullying Prevention & Intervention Policy
 Drugs - Illicit (Student Use Of) Policy
 Harassment (Student Against Student) Policy
 Information & Communication Technology Policy
 Mobile Phones (Student Use Of) Policy
 Restraint of Students Policy
 Social Media - Student Usage Policy
 Truancy Policy
 CEM Guidelines for Behaviour Support

Building & Grounds Safety

Access & Egress Policy
 Broken Glass Policy
 Building Safety Policy
 Chemical Spills Policy
 Compressed Air & Gas Policy
 Electrical Safety Policy
 Fire Safety Policy
 Security (Physical) Policy