

COMMUNICATION OF SCHOOL CARE, SAFETY AND STUDENT WELFARE POLICIES

Position Held On Council:	Name:	Date:
President:	Vicki Boram	23 rd November, 2022
Acting Principal:	Stephanie Shanahan	23 rd November, 2022
	Date To Be Reviewed:	November, 2023



Help for non-English speakers

If you need help to understand the information in this policy please contact the Administration Office.

POLICY STATEMENT

Robinvale College encourages and celebrates personal improvement. We recognise and respond to diverse student needs. We set high expectations for all students and have a strong focus on academic achievement and the pursuit of excellence. We encourage and support creativity, innovation and initiative for young people by helping them to reach their aspirations in different fields of life. We provide high quality teaching and a safe and caring school environment.

The policies of Robinvale College guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

AIMS

The policies of Care, Safety and Student Welfare describe the rationale, aims and implementation of the operations and directions of the school as a whole and to ensure Robinvale College maintains its commitment to meet legislative, compliance and duty of care requirements. In addition these policies are readily accessible to parents and are proactively communicated to the community.

GUIDELINES

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the Principal and will be a continuous cycle and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.

- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the Principal will consult with staff and the appropriate Committee/s, and to School Council for ratification. Changes as a result of policy developments and/or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations. Any concerns relating to the structure of the school should be directed to the Principal or School Council President.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comments.

Communication Procedures and Schedule for Members of the School Community

Policy

Acceptable ICT Use Policy

Administration of Medication Policy

Anaphylaxis Policy

Anti-Bullying & Harassment Policy & Procedures

Camps/Excursions Policies & Procedures

Critical Incident Management Policy

Emergency Bushfire Management Plan

Mandatory Reporting Policy

On-Site Supervision of Students Policy & Procedures

Student Health & First Aid Policy

Student Welfare Policy & Procedures

Staff — (various Policies are to be distributed via the following)

Briefing during first professional learning day (Pupil Free Day)

Staff Manual

Policy Manual

Intranet

Compass

College Website

Professional Development Sessions

Students — (various Policies are to be distributed via the following)

Enrolment Pack

Learning Community Meetings

College Website

College Assemblies

Compass Student Portal

Parents

All Policies mentioned are available on request

Community

School Website

REVIEW

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.