

POLICY HANDBOOK



Contents

| | |
|--|------------|
| Contents | 2 |
| STATEMENT OF VALUES AND SCHOOL PHILOSOPHY | 4 |
| ADMINISTRATION OF MEDICATION POLICY..... | 8 |
| ANAPHYLAXIS POLICY | 14 |
| ASTHMA POLICY | 19 |
| ATTENDANCE POLICY | 24 |
| BULLYING PREVENTION POLICY..... | 27 |
| BUS SAFETY POLICY | 33 |
| CAMPS AND EXCURSIONS POLICY | 35 |
| CASH HANDLING POLICY | 39 |
| CHILD SAFETY AND WELLBEING POLICY | 40 |
| CHILD SAFETY CODE OF CONDUCT | 50 |
| CHILD SAFETY RESPONDING AND REPORTING OBLIGATIONS POLICY AND PROCEDURES | 52 |
| CLASS PLACEMENT | 59 |
| COMMUNICATION WITH SCHOOL STAFF | 61 |
| COMPLAINTS POLICY | 62 |
| CURRICULUM FRAMEWORK POLICY | 66 |
| DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) | 72 |
| DOGS AT SCHOOL (INCLUDING WELLBEING DOGS) POLICY | 75 |
| EAST DONCASTER SECONDARY COLLEGE STUDENT DRESS CODE | 78 |
| DUTY OF CARE POLICY..... | 82 |
| ELECTRONIC FUNDS MANAGEMENT POLICY..... | 84 |
| FIRST AID POLICY | 86 |
| FUNDRAISING POLICY | 89 |
| HIRE OF FACILITIES | 90 |
| HEALTH CARE NEEDS POLICY | 91 |
| HOMEWORK POLICY | 93 |
| INCLUSION AND DIVERSITY POLICY | 96 |
| MATURE MINORS POLICY | 99 |
| MOBILE PHONES POLICY | 100 |
| PARENT DISPUTES POLICY..... | 104 |
| PERSONAL ACCIDENT AND PERSONAL PROPERTY INSURANCE | 107 |
| PERSONAL PROPERTY POLICY | 107 |
| PETTY CASH POLICY | 108 |
| PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY | 109 |

| | |
|---|-----|
| RESPECT FOR SCHOOL STAFF POLICY | 114 |
| SCHOOL PURCHASING CARD POLICY | 115 |
| STUDENT DRIVERS POLICY | 117 |
| STUDENT ACHIEVEMENT SCHOLARSHIP POLICY | 118 |
| STUDENT WELLBEING AND ENGAGEMENT POLICY | 119 |
| SUN PROTECTION POLICY | 128 |
| VISITORS POLICY | 131 |
| VOLUNTEERS POLICY | 134 |
| WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE | 138 |
| YARD DUTY AND SUPERVISION POLICY | 141 |

STATEMENT OF VALUES AND SCHOOL PHILOSOPHY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception
9842 2244

PURPOSE

The purpose of this policy is to outline the values of our school community and explain the vision, mission and objectives of our school.

POLICY

East Doncaster Secondary College is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at East Doncaster Secondary College support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

This policy outlines our school's vision, mission, objective, values and expectations of our school community. This policy is available on our school website, our staff induction handbook, student diary and enrolment/transition packs.

To celebrate and embed our Statement of Values and Philosophy in our school community, we

- display posters and banners that promote your values in our school
- celebrate our values in our school newsletter
- provide awards and recognition for students who actively demonstrate the values
- discuss our values with students in the classroom, meetings and assemblies.

COLLEGE PHILOSOPHY

At East Doncaster Secondary College we have a strong tradition of academic excellence and we aim to promote and sustain a reflective learning culture. We want students to experience a sense of achievement and growth in their academic, personal, social and emotional development. We have high expectations of our students' commitment to being mutually supportive and striving for success as learners. We are proudly multicultural with a student population from 43 nationalities including a number of International Students 68% of our students speak a language other than English at home.

A student's life at school is full of opportunities, being rich and varied with a range of co-curricular activities in music, sport, productions, debating, clubs as well as camps and international experiences for the educational and personal development of students. Our students are vibrant, energetic, and talented young people. There are many student leadership opportunities and we aim to continue to increase student access to decision-making and self-determination as learners.

We endeavour to create a "Culture of Curiosity" with goals of ensuring learning improvement for every student – every student, every period, every day.

Our school's purpose is to develop passionate learners who are critical thinkers with the confidence and capability to engage in the global community.

Care and Compassion, Curiosity, Excellence, Fairness, Resilience, Respect and Teamwork are the core values that underpin the culture of our school as we embrace the challenges of 21st Century learning.

We aim to sustain a learning culture that provides every student with a sense of achievement and of being their best in their academic, personal, social and emotional development.

VISION

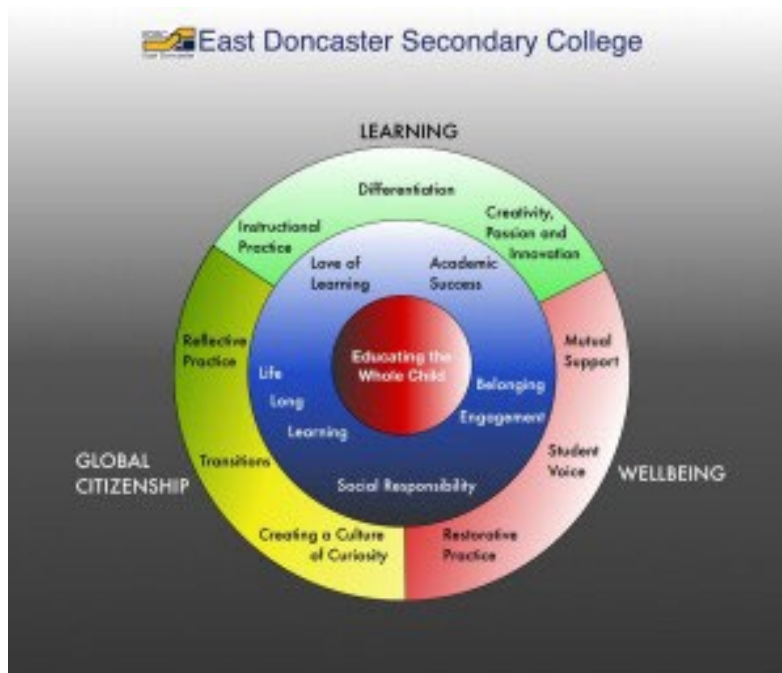
It is our intention through being explicit in the use of aspirational language as we strive to embed the concepts of reflective practice and teaching the "whole child" into every element of school life so that this philosophy permeates every classroom for every student every period of every day.

Having capacity within each classroom to adapt practices that enable each student, regardless of background, to access the learning and maximise their development requires us to commit to being a highly collaborative, improvement focused teaching force. It requires us to take collective as well as individual responsibility for student development; and also enables us equally to draw satisfaction and celebrate our collective successes as a community.

From a teaching and learning perspective we are conscious of being in a period of change as we continue to explore how best to ensure there is widespread embracing of the ever-changing challenges we encounter in our quest to be a truly excellent, global, educational community. The time for movement from a content rich to a context and concept rich curriculum is upon us. The impetus for increasing the value of diversity, creativity, innovation, passion and social responsibility in learning is a reality.

In summary there are particular directions and challenges we are prepared to embrace in our quest to sustain a school of international excellence.

They can be encapsulated under the East Doncaster Secondary College "Educating the Whole Child" model:



MISSION

At East Doncaster Secondary College we have a strong tradition of academic excellence and we aim to promote and sustain a reflective learning culture. We want students to experience a sense of achievement and growth in their academic, personal, social and emotional development.

OBJECTIVE

Our school's objectives are considered as part of the 4 yearly strategic planning process and reflected in the goals listed in our current School Strategic Plan (SSP). We also develop an Annual Implementation Plan to operationalise the goals and key improvement strategies contained in our SSP.

VALUES

East Doncaster Secondary College's values are curiosity, excellence, fairness, respect, resilience, teamwork, care and compassion. These values underpin the culture of our school community as we embrace the challenges of 21st Century schooling.

Curiosity:

- love of learning
- trying new things
- developing an awareness of our global community
- developing a sense of interest and wonder

Excellence:

- the development of self discipline and pursuit of improvement in academic results, sport, the arts and personal development
- always doing your best and supporting and celebrating others to do the same
- the continuous improvement in the teaching and learning program

Fairness:

- providing opportunities for everyone to participate
- consistency of approach
- respect for individual differences

Respect:

- rights of all members of the community to achieve their full potential
- care of the physical environment and the property of others
- acceptance of individual differences and the cultural diversity within the school community
- self respect

Resilience:

- persistence
- courage to give and accept advice for improvement
- positively adapting to change
- trying again to get it right

Teamwork:

- the encouragement of collaboration and cooperation
- support given to all members of the college community
- contributing to a safe, secure environment
- strong partnerships between parents, teachers and students
- working together in a positive and constructive way

Care and Compassion:

- concern for the welfare of others
- playing a positive role in your school community
- being sensitive and understanding to the needs of others

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes
- Included in staff handbook/manual
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Department of Education and Training policies and resources:

- [Work-Related Violence in Schools Policy](#)
- [Respectful Behaviours within the School Community Policy](#)

East Doncaster Secondary College polices:

- [Student Wellbeing and Engagement Policy](#)
- [Inclusion and Diversity Policy](#)
- [Bullying Prevention Policy](#)
- [Parent Complaints Policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

ADMINISTRATION OF MEDICATION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To explain to parents/carers, students and staff the processes East Doncaster Secondary College will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY

If a student requires medication, East Doncaster Secondary College encourages parents to arrange for the medication to be taken outside of school hours. However, East Doncaster Secondary College understands that students may need to take medication at school or school activities. To support students to do so safely, East Doncaster Secondary College will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).
- East Doncaster Secondary College supports all students with regard to medical conditions and illness.
- Medication needs to be supplied by a parent/guardian or other approved person and will only be administered with written permission from the students' parent/guardian or other approved person.
- East Doncaster Secondary College has processes in place to administer medication to students at school, on camps and excursions.

Parents/carers can contact the College Nurse on 9842 2244 for a Medication Authority Form.

It is the responsibility of the parent/guardian to notify the College in writing of any changes to the medication regime.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered
- Medication is to be supplied to the school in its original packaging or pharmacy container.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The Principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

The Principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, East Doncaster Secondary College will store student medication at the Health Centre.

The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - the medication does not have special storage requirements, such as refrigeration
 - doing so does not create potentially unsafe access to the medication by other students.

Warning

East Doncaster Secondary College will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury

- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student’s parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

| Step | Action |
|------|---|
| 1. | If required, follow first aid procedures outlined in the student’s Health Support Plan or other medical management plan. |
| 2. | Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student. |
| 3. | Act immediately upon their advice, such as calling Triple Zero “000” if advised to do so. |
| 4. | Contact the student’s parents/carers or emergency contact person to notify them of the medication error and action taken. |
| 5. | Review medication management procedures at the school in light of the incident. |

In the case of an emergency, school staff may call Triple Zero “000” for an ambulance at any time.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes for relevant staff
- Available publicly on our school’s website
- Included as a link in transition and enrolment packs
- Included in our staff handbook
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department’s Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

Our School policies and documents:

- [Policy Documents](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCI Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school:

Name of student: Date of Birth:

MedicAlert Number (if relevant):

Review date for this form:

Medication to be administered at school:

| Name of Medication | Dosage (amount) | Time/s to be taken | How is it to be taken? (eg oral/topical/injection) | Dates to be administered | Supervision required |
|--------------------|-----------------|--------------------|--|--|--|
| | | | | Start: / / End: / / OR <input type="checkbox"/> Ongoing medication | <input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer |
| | | | | Start: / / End: / / OR <input type="checkbox"/> Ongoing medication | <input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | <input type="checkbox"/> assist <input type="checkbox"/> administer |
|--|--|--|--|--|--|

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student’s medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training’s privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer:

Signature: Date:

Name of medical/health practitioner:

Professional role:

Signature: Date:

Contact details:

MEDICATION ADMINISTRATION LOG

FOR STUDENTS REQUIRING MEDICATION TO BE ADMINISTERED AT SCHOOL

This log should be completed by the staff member administering medication to any student at the school.

Name of student: _____ Year level: _____

| Date | Time | Name of Medication and Dose | Tick when checked ✓ | | | | Comments | Staff member administering (print name and initial) | Staff member checking* (print name and initial) |
|------|------|-----------------------------|---------------------|--------------------|--------------|---------------|----------|---|---|
| | | | Correct Child | Correct Medication | Correct Dose | Correct Route | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

***Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.

ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 9842 2244.

PURPOSE

To explain to East Doncaster Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that East Doncaster Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

East Doncaster Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at East Doncaster Secondary College who are diagnosed by a medical practitioner as being at

risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal or nominee of East Doncaster Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at East Doncaster Secondary College and where possible, before the student's first day. Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the Health Centre, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at East Doncaster Secondary College, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food

- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground;
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

Adrenaline autoinjectors for general use

East Doncaster Secondary College will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at the Health Centre: 7x First aid kits for Excursions, sport etc, 1x Stadium, 1x Performing Arts Centre, 1x The John Landy Centre and 2x Food Technology Area and labelled “general use”.

The Principal or nominee is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at East Doncaster Secondary College at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the school nurse and stored at the Health Centre. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

| Step | Action |
|------|---|
| 1. | <ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at the Health Centre • If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5 |

| | |
|----|---|
| 2. | <p>Administer an EpiPen or EpiPen Jr</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student’s outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration <p>OR</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> • Pull off the black needle shield • Pull off grey safety cap (from the red button) • Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) • Press red button so it clicks and hold for 3 seconds • Remove Anapen® • Note the time the Anapen is administered • Retain the used Anapen to be handed to ambulance paramedics along with the time of administration |
| 3. | Call an ambulance (000) |
| 4. | If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available. |
| 5. | Contact the student’s emergency contacts. |

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Schools can use either the EpiPen® **and Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to ‘Frequently asked questions’ on the [Resources tab](#) of the Department’s Anaphylaxis Policy.

Communication Plan

This policy will be available on East Doncaster Secondary College’s website so that parents and other members of the school community can easily access information about East Doncaster Secondary College’s anaphylaxis management procedures. The parents and carers of students who are enrolled at East Doncaster Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal or nominee is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and East Doncaster Secondary College’s procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of

students at risk.

The Principal or nominee is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

Staff training

The Principal or nominee will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- All staff, Teaching and Non Teaching are required to undertake training.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

East Doncaster Secondary College uses the following training course: ASCIA eTraining and verification of Auto Adrenalin Injector use.

Note, for details about approved staff training modules, refer to chapter 5 of the [Anaphylaxis Guidelines](#). Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years, At East Doncaster Secondary College this is the school nurse. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at East Doncaster Secondary College who is at risk of anaphylaxis, the Principal or nominee will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained by the Assistant Principal (Professional Development) and the school nurse.

The Principal or nominee will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

Part-Time Educators, casual relief teachers

These educators will be notified of the identities of students at risk of anaphylaxis and will be aware of the anaphylaxis management plan at the school. If casual staff have not received training in anaphylaxis management and emergency treatment, this will be considered when a teacher is chosen for a class with a student at risk of anaphylaxis and if this teacher is on playground/yard duty. Suggestions to minimise the risk:

- Casual staff, who work at school regularly, will be included in anaphylaxis training sessions.
- EDSC has interim educational tools such as adrenaline autoinjector training devices and access to 'how to administer' videos available to all staff.
- All casual staff will be required to complete the ASCIA eLearning module and Auto Adrenalin Injector verification course and attend two Anaphylaxis briefings a year.

FURTHER INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL):
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children’s Hospital: [Allergy and immunology](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

- The Principal or nominee will complete the Department’s Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

ASTHMA POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To ensure that East Doncaster Secondary College appropriately supports students diagnosed with asthma.

OBJECTIVE

To explain to East Doncaster Secondary College parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

POLICY

Asthma

Asthma is a long term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a ‘flare-up’. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus. This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

Symptoms

Symptoms of asthma can vary over time and often vary from person to person. The most common asthma

symptoms are:

- breathlessness
- wheezing (a whistling noise from the chest)
- tight feeling in the chest
- persistent cough

Symptoms often occur at night, early in the morning or during/just after physical activity. If asthma is well controlled, a person should only have occasional asthma symptoms.

Triggers

A trigger is something that sets off or starts asthma symptoms. Everyone with asthma has different triggers. For most people with asthma, triggers are only a problem when asthma is not well controlled with medication. Common asthma triggers include:

- exercise
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- house dust mites
- pollens
- chemicals such as household cleaning products
- food chemicals/additives
- laughter or emotions, such as stress
- colds/flu
- weather changes such as thunderstorms and cold, dry air
- moulds
- animals such as cats and dogs
- deodorants (including perfumes, aftershave, hair spray and aerosol deodorant sprays)
- certain medications (including aspirin and anti-inflammatories)

A detailed description of triggers can be found on the Asthma Foundation of Victoria website, see:

<http://www.asthma.org.au/>

To reduce triggers

- The college will endeavour to mow the school grounds out of school hours
- Plant low allergen plants
- Limit dust by having curtains and carpets regularly cleaned
- Heating and cooling systems are regularly cleaned to reduce dust
- The use of maintenance chemicals eg. paint are restricted to school holidays where possible

Asthma management

If a student diagnosed with asthma enrolls at East Doncaster Secondary College:

1. Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner. The plan must outline:
 - the prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis
 - emergency contact details
 - the contact details of the student's medical practitioner
 - the student's known triggers
 - the emergency procedures to be taken in the event of an asthma flare-up or attack.
2. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
3. East Doncaster Secondary College will keep all Asthma Action Plans at the Health Centre
4. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - how the school will provide support for the student
 - identify specific strategies
 - allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with East Doncaster Secondary College's Healthcare Needs Policy.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, East Doncaster Secondary College parents/carers are required to provide any updated medical information and provide enough medication for the student for the duration of the camp or excursion.
6. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
7. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year.
8. On excursion or excursion staff will take an emergency first aid kit with them containing a puffer and spacer

Managing exercise induced asthma (EIA)

If a student has diagnosed EIA, the College will ensure that they allow adequate time for the following procedures before, during and after exercise:

- Before
 - reliever medication to be taken by the student 5-20 mins before activity
- During
 - If symptoms occur, student is to stop activity, take reliever medication and only return to activity once symptom free
 - if symptoms reoccur, student is to take reliever medication and cease activity
- After
 - ensure cool down activity is undertaken
 - be alert for symptoms

If a student has an asthma attack during exercise, follow their Asthma Action Plan if easily accessible or commence first aid procedure.

Student asthma kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)

Students will be required to keep their asthma kits with them while at school.

Asthma emergency response plan

If a student is:

- having an asthma attack
- difficulty breathing for an unknown cause, even if they are not known to have asthma

School staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. School staff may contact Triple Zero "000" at any time.

| Step | Action |
|-------------|--|
| 6. | Sit the person upright <ul style="list-style-type: none"> ● Be calm and reassuring ● Do not leave them alone ● Seek assistance from another staff member or reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Action Plan (if available). ● If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5. |
| 7. | Give 4 separate puffs of blue or blue/grey reliever puffer: <ul style="list-style-type: none"> ● Shake the puffer ● Use a spacer if you have one ● Put 1 puff into the spacer |

| | |
|-----|---|
| | <ul style="list-style-type: none"> Take 4 breaths from the spacer Remember – Shake, 1 puff, 4 breaths |
| 8. | Wait 4 minutes <ul style="list-style-type: none"> If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Bricanyl or Symbicort inhaler) |
| 9. | If there is still no improvement call Triple Zero “000” and ask for an ambulance. <ul style="list-style-type: none"> Tell the operator the student is having an asthma attack Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives (or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort) |
| 10. | If asthma is relieved after administering Asthma First Aid, stop the treatment and observe the student. Notify the student’s emergency contact person and record the incident |

Staff will call Triple Zero “000” immediately if:

- the person is not breathing
- if the person’s asthma suddenly becomes worse or is not improving
- if the person is having an asthma attack and a reliever is not available
- if they are not sure if it is asthma
- if the person is known to have anaphylaxis

Training for staff

East Doncaster Secondary College will arrange the following asthma management training for staff:

| Staff | Completed by | Course | Provider | Cost | Valid for |
|---------------------------------------|--|---|---|--|-----------|
| Group 1 General Staff | School staff with a direct teaching role with students affected by asthma or other school staff directed by the Principal after conducting a risk assessment. | Asthma first aid management for education staff (non-accredited) One hour online training. | Asthma Australia | Free to all schools | 3 years |
| Group 2 Specific Staff | Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp) | Course in the management of Asthma Risks and Emergencies in the Workplace 22556VIC (accredited) | Any RTO that has this course in their scope of practice | Paid by East Doncaster Secondary College | 3 years |

East Doncaster Secondary College will also conduct an annual briefing for staff on: the procedures outlined in this policy

- the causes, symptoms and treatment of asthma
- identities of the students diagnosed with asthma
- how to use a puffer and spacer
- the location of:
 - the Asthma Emergency Kits
 - asthma medication which has been provided by parents for student use.

East Doncaster Secondary College will also provide this policy to casual relief staff and volunteers who will be working with students, and may also provide a briefing if the Principal decides it is necessary depending on the nature of the work being performed.

Asthma Emergency Kit

East Doncaster Secondary College will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at the Health Centre and one will be a mobile kit for activities such as:

- yard duty
- camps and excursions.

East Doncaster Secondary College has an additional kit for every 300 students. These are stored at the Health Centre, Sports department and Music department.

The Asthma Emergency Kit will contain:

- at least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- at least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (East Doncaster Secondary College will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- clear written instructions on Asthma First Aid, including:
 - how to use the medication and spacer devices
 - steps to be taken in treating an asthma attack
- A record sheet/log for recording the details of an asthma first aid incident, such as the number of puffs administered

The school nurse will monitor and maintain the Asthma Emergency Kits. They will:

- ensure all contents are maintained and replaced where necessary
- regularly check the expiry date on the canisters of the blue or blue/grey reliever puffers and place them if they have expired or a low on doses
- replace spacers in the Kits after each use (spacers are single-person use only)
- dispose of any previously used spaces.

The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student as long as they are used with a spacer. If the devices come into contact with someone's mouth, they will not be used again and will be replaced.

After each use of a blue or blue/grey reliever (with a spacer):

- remove the metal canister from the puffer (do not wash the canister)
- wash the plastic casing
- rinse the mouthpiece through the top and bottom under running water for at least 30 seconds
- wash the mouthpiece cover
- air dry then reassemble
- test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.

Management of confidential medical information

Confidential medical information provided to East Doncaster Secondary College to support a student diagnosed with asthma will be:

- recorded on the student's file
- shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Communication plan

This policy will be available on East Doncaster Secondary College's website so that parents and other members of the school community can easily access information about East Doncaster Secondary College's asthma management procedures.

Epidemic Thunderstorm Asthma

East Doncaster Secondary College will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Asthma Australia: [Resources for schools](#)
- Policy and Advisory Library:
 - [Asthma](#)
 - [Treating an asthma attack](#)
- [Health Care Needs Policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

ATTENDANCE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244.

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures East Doncaster Secondary College has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at East Doncaster Secondary College.

This policy should be read in conjunction with the Department of Education and Training’s [School Attendance Guidelines](#). It does not replace or change the obligations of East Doncaster Secondary College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend East Doncaster Secondary College during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in East Doncaster Secondary College, or
- the student is registered for home schooling and has only a partial enrolment in East Doncaster Secondary College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

East Doncaster Secondary College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

East Doncaster Secondary College parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at East Doncaster Secondary College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

East Doncaster Secondary College's *Student Wellbeing and Engagement Policy* supports student attendance. Our school also promotes student attendance by:

- Organising breakfast clubs
- Keeping parents informed of absences
- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student wellbeing staff.

Recording attendance

East Doncaster Secondary College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge East Doncaster Secondary College's duty of care for all students

- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the beginning of each period using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify East Doncaster Secondary College of absences by:

- entering a Parent Approval in Compass, phoning the College Absence Line or submitting a written note to the General Office upon return to school.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, East Doncaster Secondary College will notify parents by SMS or email/telephone. East Doncaster Secondary College will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

East Doncaster Secondary College will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If East Doncaster Secondary College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, East Doncaster Secondary College will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student wellbeing staff.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

Referral to School Attendance Officer

If East Doncaster Secondary College decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the [North Eastern Victoria Region Office](#) for further action. If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the Principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Attendance](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

BULLYING PREVENTION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception – 9842 2244

PURPOSE

East Doncaster Secondary College is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying so that there is shared understanding amongst all members of the East Doncaster Secondary College community
- make clear that no form of bullying at East Doncaster Secondary College will be tolerated
- outline the strategies and programs in place at East Doncaster Secondary College to build a positive school culture and prevent bullying behaviour
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and understands the importance of reporting bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders, witnesses and students engaging in bullying behaviour)
- seek parental and peer group support in addressing and preventing bullying behaviour at East Doncaster Secondary College.

When responding to bullying behaviour, East Doncaster Secondary College aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

East Doncaster Secondary College acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

Scope

This policy addresses how East Doncaster Secondary College aims to prevent, address and respond to student bullying behaviour. East Doncaster Secondary College recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our Student Code of Conduct and Student Wellbeing and Engagement Policy and Inclusion and Diversity Policy.

This policy applies to all school activities, including camps and excursions. It also applies to bullying behaviour between students that occurs outside of school hours, where the behaviour impacts on student wellbeing and safety at school.

POLICY

Definitions

Bullying

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

There are four main types of bullying behaviour:

- Physical – examples include hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.
- Verbal/written – examples include name-calling or insulting someone about an attribute, quality or personal characteristic.
- Social (sometimes called relational or emotional bullying) – examples include deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging a person's social reputation or social acceptance.
- Cyberbullying – any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.

Bullying can be a form of racism, sexism, homophobia, transphobia or other type of social prejudice when the behaviour is targeted at an individual or group because of a personal characteristic, such as race, religion, sex, sexual orientation, gender identity or disability.

For further information about bullying, refer to: [Bully Stoppers \(education.vic.gov.au\)](http://education.vic.gov.au) and the Department's [Bullying Prevention and Response](#) policy on the Policy and Advisory Library.

Other distressing and inappropriate behaviours

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow our Student Wellbeing and Engagement Policy, Code of Conduct policy and/or this Bullying Prevention Policy where the behaviour constitutes bullying.

Mutual conflict involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Single-episode acts of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. East Doncaster Secondary College will use its Student Wellbeing and Engagement Policy to guide a response to single episodes of nastiness or physical aggression.

Harassment is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment.

Discrimination is behaviour that treats someone unfavourably because of a personal characteristic (for example, race, religious belief or activity, disability, sex or intersex status, gender identity or sexual orientation).

Discrimination, harassment, and any other inappropriate behaviour is not tolerated at our school and there may be serious consequences for students engaging in this behaviour. This includes any form of racism, religious or disability discrimination, sexism, homophobia, transphobia, or any other behaviour that targets an individual or group. Further information about discrimination and harassment, including definitions, is set out in our Inclusion and Diversity Policy.

Bullying Prevention

East Doncaster Secondary College has a number of programs and strategies in place to build a positive and inclusive school culture and relationships to promote wellbeing. We strive to foster a school culture

that prevents bullying behaviour by modelling, encouraging and teaching behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at East Doncaster Secondary College is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying. At our school:

- We identify and implement evidence-based programs and initiatives from the [Schools Mental Health Menu](#) that are relevant to preventing and addressing bullying and help us to build a positive and inclusive school climate. Programs implemented include Berry Street Educational Model, Respectful Relationships, Navigator.
- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- We participate in the Respectful Relationships initiative, which aims to embed a culture of respect and equality across our school.
- We celebrate the diverse backgrounds of members of our school community and teach multicultural education, including Aboriginal History, to promote mutual respect and social cohesion.
- We participate in the Safe Schools program to help us foster a safe environment that is supportive and inclusive of LGBTIQ+ students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- A range of activities and programs are planned for our Positive Futures pastoral classes weekly.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- We promote upstander behaviour as a way of empowering our students to positively and safely take appropriate action when they see or hear of a peer being bullied.
- The Peer Support Program and the Peer Mediation program encourage positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action against Bullying and Violence.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement policy

Incident Response

Reporting concerns to East Doncaster Secondary College

Bullying is not tolerated at our school. We ensure bullying behaviour is identified and addressed with appropriate and proportionate consequences. All bullying complaints will be taken seriously and responded to sensitively..

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff or another trusted adult as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by East Doncaster Secondary College are timely and appropriate in the circumstances.

We encourage students to speak to their Year Level Coordinator. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, wellbeing staff, Assistant Principals and Principal.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at East Doncaster Secondary College should contact Assistant Principal (Wellbeing) on 9842 2244 or email east.doncaster.sc@education.vic.gov.au

Investigations

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations in a Compass Chronicle and
2. inform a Year Level Coordinator, Student Wellbeing Team, Assistant Principal or Principal.

The Year Level Coordinator is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Year Level Coordinator may:

- speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
- speak to the parent/carer(s) of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the Year Level Coordinator in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

Responses to bullying behaviours

When the Year Level Coordinator has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with the Head of Middle and Senior School, Student Wellbeing Team, and if needed Assistant Principals, Principal, Department of Education and Training specialist staff.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, East Doncaster Secondary College will consider:

- the age, maturity and individual circumstances of the students involved
- the severity and frequency of the bullying, and the impact it has had on the target student
- whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour.

Year Level Coordinators may implement all, or some of the following responses to bullying behaviours:

- Offer wellbeing support, including referral to the Student Wellbeing Team to:
 - the target student or students
 - the students engaging in the bullying behaviour
 - affected students, including witnesses and/or friends of the target student.
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of

remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.

- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Facilitate a process using the Support Group Method, involving the target student(s), the students engaging in bullying behaviour and a group of students who are likely to be supportive of the target(s).
- Implement a Method of Shared Concern (Restorative) process with all students involved in the bullying.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Individual Management Plan restricting contact between target and students engaging in bullying behaviour.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including student mentoring or engaging School Focused Youth Service.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement cohort, year group, or whole school targeted strategies to reinforce positive behaviours, for example involving organisations such as School Focused Youth Service, EACH, Pat Cronin Foundation, Elephant Education, Brainstorm Productions (anti-bullying) and REACH.
- Implement proportionate disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.

East Doncaster Secondary College understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

The Middle School, Senior School and Student Wellbeing Team is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in our staff handbook
- Included in the student handbook on school resources in Compass.
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at year level assemblies and communicated via Compass
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Parent Complaints policy

- Duty of Care Policy
- Inclusion and Diversity Policy

Our school also follows Department of Education and Training policy relating to bullying including:

- [Bullying Prevention and Response](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Equal Opportunity and Human Rights - Students](#)
- [LGBTIQ Student Support Policy](#)

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Report racism or religious discrimination in schools](#)
- [Kids Helpline](#)
- [ReachOut Australia](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

EVALUATION

This policy will be reviewed every 2 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.

Data to inform this review will be collected through:

- discussion and consultation with students and parent/carers
- regular student, staff and parent/carer surveys (Bully Stoppers: survey tool)
- assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented
- Attitudes to School Survey
- Parent Opinion Survey

Proposed amendments to this policy will be discussed with student representative groups, parents groups, school council.

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | May 2023 |
| Consultation | School Council – 10 May 2023 School Community 12 May 2023 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 10 May 2023 School Council – 10 May 2023 |
| Endorsed on | 10 May 2023 |
| Next scheduled review date | August 2025 |

BUS SAFETY POLICY

East Doncaster Secondary College is committed to providing and maintaining a safe and healthy workplace for all staff and students. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. East Doncaster Secondary College is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

- Ensure East Doncaster Secondary College complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction, and training to enable all staff to work safely
- Supervise staff to ensure work activities are performed safely
- Consult with and involve staff on matters relating to health, safety, and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Staff will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

School bus drivers will adhere to the department’s [Work-Related Driving policy](#) by:

- Driving within the legal speed limit at all times
- Not consuming alcohol and/or drugs while driving a school bus and complying with the drug and alcohol laws at all times
- Not using mobile phones while driving
- Minimising distractions while driving
- Wearing a seatbelt
- Not exceeding the maximum seating capacity of the bus
- Reporting all incidents/accidents in [eduSafe](#) and to [Bus Safety Victoria](#)

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|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To explain to our school community the processes and procedures East Doncaster Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by East Doncaster Secondary College. This policy also applies to adventure activities organised by East Doncaster Secondary College, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. East Doncaster Secondary College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Workplace learning activities (such as work experience) are not considered school excursions.

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. East Doncaster Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of

Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

East Doncaster Secondary College is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

East Doncaster Secondary College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

East Doncaster Secondary College requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carer consent

For all camps and excursions, other than local excursions, East Doncaster Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. East Doncaster Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, East Doncaster Secondary College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. East Doncaster Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), East Doncaster Secondary College will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by East Doncaster Secondary College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy. Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply. Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

East Doncaster Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager. The Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's [Student Wellbeing and Engagement Policy](#). The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's [Student Wellbeing and Engagement Policy](#), *Student Code of Conduct* and [Bullying Prevention Policy](#).

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval

from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, East Doncaster Secondary College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school’s website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- [Statement of Values](#) and [School Philosophy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
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| Next scheduled review date | August 2025 |

CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 9842 2244

PURPOSE

East Doncaster Secondary College is committed to ensuring that cash handling practices are consistent and transparent across the school.

East Doncaster Secondary College will implement the measures outlined below, in accordance with Department guidelines. This policy intends to safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling.

SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of East Doncaster Secondary College.

POLICY

Roles and responsibilities of staff

At East Doncaster Secondary College our Accounts Receivable officer and Business Manager are responsible for managing cash at our school.

Where possible, segregation of duties will be maintained so that no individual will be responsible for more than one of the following:

- receipting of cash and issuing receipts
- preparing the banking
- taking the monies to the bank
- completion of the bank reconciliation

If this is not possible due to lack of available staff, the Department's "Segregation of Duties – Cash Checklist" will be implemented and signed off for audit purposes.

Storage of cash

Monies are to be kept in either a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured safe.

No monies are to be kept in classrooms or left at school during holiday periods.

All monies that are collected in the classroom will be forwarded to the office as soon as possible after collection.

Money collected away from the classroom or general office is to be handed to the office on the day of receipt unless circumstances make this impracticable. Money received away from the office must be double counted at the point of collection and a control receipt issued before it is provided to the office for banking.

Records and receipting

All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

Where monies are received over the counter at the office they will be entered into CASES21 and an official receipt issued immediately to the payer.

A CASES21 bank deposit slip will be printed and reconciled with total receipts for the day and with the total of cash/cheques to be banked.

Funds are to be banked regularly and at different times of the day.

No receipt is to be altered. Where a mistake is made approval must be sought before reversing the incorrect receipt. Copies of the incorrect receipt should be retained with details of why it was reversed.

Prior to a receipt batch being updated a receipt can be reprinted if necessary. The word REPRINT appears on the receipt. After the batch has been updated, if a copy of the receipt is requested the Family Statement, Family Matching Transactions Report or the Family Transaction History can be printed.

Cheques

No personal cheques are to be cashed.

All cheques received by mail are to be entered in a remittance book, and all cheques, which have not already been crossed “not negotiable”, should be crossed as soon as they are received.

Fundraising

Two parents or staff members will be designated as ‘Responsible Persons’ for all school fundraising events or other approved events where monies may be collected, for example, Parents and Friends (PFA) fundraising activities. The form which will be completed is the Fundraising Collection and Payment form.

Reporting concerns

Discrepancies that cannot be accounted for must be reported to the Principal.

All cases of suspected or actual theft of money, fraud, misappropriation or corruption are to be reported to the Executive Director, Audit and Risk Division by email addressed to: fraud.control@education.vic.gov.au

This policy will be communicated to our staff in the following ways:

- Included in staff handbook/manual

Further information and resources

- **Finance Manual for Victorian Government Schools**
- [Section 3 Risk Management](#)
- [Section 4 Internal Controls](#)
- [Section 10 Receivables Management and Cash Handling](#)

Evaluation

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance Sub-Committee and School Council

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CHILD SAFETY AND WELLBEING POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Reception – 9842 2244

Child Safety and Wellbeing Policy

Purpose

The East Doncaster Secondary College Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments. It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

Definitions

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer

Statement of commitment to child safety

East Doncaster Secondary College is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse,

intersex and queer (LGBTIQA+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety. We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Roles and responsibilities

School leadership team –

Our school leadership team (comprising the Principal, Assistant Principals, Head of Senior and Middle School and Director of Wellbeing) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and Assistant Principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our [Child Safety Code of Conduct](#)
- identify and raise concerns about child safety issues in accordance with our [Child Safety Responding and Reporting Obligations Policy and Procedures](#), including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.
- **School council**
- In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:
- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings
- undertake annual training on child safety.
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members

- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the Principal who is bound by this policy.

Specific staff child safety responsibilities

East Doncaster Secondary College has nominated an Assistant Principal (child safety champion) to support the Principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#). Our Principal and Assistant Principal are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The Principal and Assistant Principal are responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the Assistant Principal if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- The Principal and Assistant Principal are responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our school has also established a Child Safety and Wellbeing Team and a Student Reference Group on child safety. The Child Safety and Wellbeing Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Reference Group (members of the student voice committee) provides an opportunity for students to provide input into school strategies. The Assistant Principal (child safe champion) monitors the Child Safety Risk Register.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The [Child Safety Code of Conduct](#) also includes processes to report inappropriate behaviour.

Managing risks to child safety and wellbeing

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

Our school ensures that:

- Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.
- Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
- Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.
- Provide written guidance on appropriate conduct and behaviour towards children;

- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such concerns;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk

Establishing a culturally safe environment

At East Doncaster Secondary College, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.
- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when implementing the Child Safe Standards
- Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings
- Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.
- Provide information sessions for School Council, parent groups and homestay providers.
- Ensure the appointment of a school Child Safety Champion (Assistant Principal) and Child Safety Administrative Assistant (Education Support).

Student empowerment

To support child safety and wellbeing at East Doncaster Secondary College, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through Positive Futures and when implementing the practices developed with the Berry Street program. It is outlined within our whole school approach to Respectful Relationships, within our student Code of Conduct and referenced by our College values.

We inform students of their rights through our whole school approach to Respectful Relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to

speak up and act on concerns relating to themselves or their peers. This is outlined in the College **Student Wellbeing and Engagement policy**. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns on the [College website](#), at the Middle School, Senior School Offices and the Student Wellbeing Centre.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

- Children and young people are informed about all of their rights, including to safety, information and participation.
- The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.
- Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.
- Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.
- Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at East Doncaster Secondary College we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- Ensuring that the Child Safety and Wellbeing Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations Policy and Procedure are available on the school website. All our child safety policies and procedures will be available for students and parents at https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards
- Reminders in every edition of the school newsletter of our school's commitment to child safety
- Reminders in every edition of the school newsletter of PROTECT - Child Safety
- All our child safety policies and procedures will be available for students and parents at on our Compass student and parent portal.
- PROTECT Child Safety information will be displayed across the school on our visual displays.
- Engaging families participate in decisions affecting their child.
- The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
- Families and communities have a say in the development and review of the organisation's policies and practices through community consultation
- Families, carers and the community are informed about the organisation's operations and governance via our newsletter, newsfeed and College website.

Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

Other school strategies and actions for diversity and equity as per Ministerial Order 1359 are:

- The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.
- The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Suitable staff and volunteers

At East Doncaster Secondary College, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management.](#)

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - references that address suitability for the job and working with children.
 - references that address suitability for the job and working with children.

Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and

- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

Our school's people management processes in line with Ministerial Order 1359, ensure:

- Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- Child safety and wellbeing forms a part of our recruitment interview process.
- Relevant staff and volunteers have current working with children checks or equivalent background checks.
- All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- Ongoing supervision and people management is focused on child safety and wellbeing.

Suitability of volunteers

All volunteers are required to comply with our [Volunteers Policy](#), which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues. Presentations are developed using the Department PROTECT website.

School council training and education

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in

our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- East Doncaster Secondary College child safety and wellbeing policies, procedures, codes and practices

Complaints and reporting processes

East Doncaster Secondary College fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found at

https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards .

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees and homestay providers) must follow our [Child Safety Responding and Reporting Obligations Policy and Procedures](#). Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our [Student Wellbeing and Engagement Policy](#) and [Bullying Prevention Policy](#) cover complaints and concerns relating to student physical violence or other harmful behaviours.

Communications

East Doncaster Secondary College is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters throughout the school on digital displays around the school.
- displaying Victoria's Child Safe Standards poster and Speak up – it's your right poster in the Student Wellbeing Centre, Senior and Middle School Areas digital displays.
- updates in our school newsletter, website and Compass Parent Portal.
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

Privacy and information sharing

East Doncaster Secondary College collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

Review of child safety practices

At East Doncaster Secondary College, we have established processes for the review and ongoing

improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.
- will regularly reviews, evaluates and improves child safe practices.
- complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- report on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Related policies and procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- [Bullying Prevention Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Child Safety Code of Conduct](#)
- [Complaints Policy](#)
- [Digital Learning Policy](#)
- [Inclusion and Diversity Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Visitors Policy](#)
- [Volunteers Policy](#)

Related Department of Education and Training policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

Policy status and review

The Principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school

community.

APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

CHILD SAFETY CODE OF CONDUCT



Help for non-English speakers

If you need help to understand this policy, please contact Reception – 9842 2244.

Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All East Doncaster Secondary College staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

Acceptable behaviours

As East Doncaster Secondary College, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our East Doncaster Secondary College commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQA+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Principal or Assistant Principal for Student Wellbeing and Engagement, Cameron Campbell.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and

procedures [East Doncaster Secondary College Child Safety Standards](#) and the [PROTECT Four Critical Actions](#).

- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As East Doncaster Secondary College, staff, volunteers, contractors, and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All East Doncaster Secondary College staff, volunteers, contractors, and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training. Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the East Doncaster Secondary College Child Safety Code of Conduct must be reported to the Principal and Assistant Principal, Cameron Campbell Ph: 9842 2244

If the breach or suspected breach relates to the principal, contact Department of Education and Training North Eastern Victoria Regional Office Phone: 1300 333 231

Email: nevr@education.vic.gov.au

APPROVAL AND REVIEW

| | |
|--------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |

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| Next scheduled review date | August 2025 |
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CHILD SAFETY RESPONDING AND REPORTING OBLIGATIONS POLICY AND PROCEDURES



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception 9842 2244

PURPOSE

The purpose of this policy is to outline the procedures our school has in place to respond to complaints or concerns relating to child abuse and to ensure that all staff and members of our school community understand and follow the various legal obligations that apply to the reporting of child abuse to relevant authorities.

SCOPE

This policy applies to complaints and concerns relating to child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school (physical and online).

DEFINITIONS

Child abuse

Child abuse includes:

- physical violence inflicted on a child
- sexual offences committed against a child
- grooming of a child by an adult
- family violence committed against or in the presence of a child
- serious emotional or psychological harm to a child
- serious neglect of a child.

The definition of child abuse is broad and can include student to student incidents and concerns, as well as behaviour committed by an adult.

Grooming

Grooming is a criminal offence under the *Crimes Act 1958* (Vic) and is a form of child abuse and sexual misconduct. This offence targets predatory conduct undertaken by an adult to prepare a child under the age of 16 to engage in sexual activity at a later time, either with the groomer or with another adult. Grooming can include communicating (including electronic communications and communicating by conduct) and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.

School staff member

For the purpose of this policy a school staff member includes a contractor engaged by the school or school council to perform child-related work.

POLICY

East Doncaster Secondary College understands the important role our school plays in protecting children from abuse. We have a range of policies and measures in place to prevent child abuse from occurring at our school or during school activities.

Information for students

- All students should feel safe to speak to any staff member to raise any concerns about their safety or any other concerns that they have.
- If a student does not know who to approach at East Doncaster Secondary College they should start with the Principal, Assistant Principals, Head of Senior or Middle School, Year Level Coordinators or Director of Student Wellbeing.
- Our school publishes all Child Safety documents in areas accessible by all students, including on the school website, pinned to a Compass News Feed, school newsletter, student handbook and in the student planner/diary. We display electronic posters on our digital displays located throughout the school, including PROTECT posters and the schools high five for Child Safety/ Child Safe Helping Hand poster promoting the five fingers guide for student (five key people to go to). Child safety policies and Child Safe information also forms a part of our student pastoral system classes, Positive Futures.

Identifying child abuse

To ensure we can respond in the best interests of students and children when complaints or concerns relating to child abuse are raised, all staff and relevant volunteers must:

- understand how to identify signs of child abuse and behavioural indicators of perpetrators - for detailed information on identifying child abuse and behavioural indicators of perpetrators refer to [Identify child abuse](#).
- understand their various legal obligations in relation to reporting child abuse to relevant authorities - for detailed information on the various legal obligations refer to Appendix A
- follow the below procedures for responding to complaints or concerns relating to child abuse, which ensure our school acts in the best interests of students and children and complies with both our legal and Department policy obligations.

At East Doncaster Secondary College we recognise the diversity of the children, young people, and families at our school and take account of their individual needs and backgrounds when considering and responding to child safety incidents or concerns.

Procedures for responding to an incident, disclosure, allegation or suspicion of child abuse

In responding to a child safety incident, disclosure, allegation or suspicion, East Doncaster Secondary College will follow:

- the [Four Critical Actions for Schools](#) for complaints and concerns relating to all forms of child abuse
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending
- our [Student Wellbeing and Engagement Policy](#) and [Bullying Prevention Policy](#) for complaints and concerns relating to student physical violence or other harmful student behaviours.

School staff and volunteer responsibilities

1. Immediate action

If a school staff member or volunteer witnesses an incident of child abuse, or reasonably believes, suspects or receives a disclosure or allegation that a child has been, or is at risk of being abused, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid (appropriate to their level of training) and call 000 for urgent medical or police assistance where required to respond to immediate health or safety concerns.
- Notify the Principal or in his/her absence, an Assistant Principal, as soon as possible, who will ensure our school follows the steps in these procedures.

NOTE for staff and volunteers:

- if you are uncertain if an incident, disclosure, allegation or suspicion gives rise to a concern about child abuse you must always err on the side of caution and report the concern to the Principal.
- If the Principal is unavailable, the Assistant Principal for Student Wellbeing and Engagement, Cameron Campbell will take on this role.

- If the concerns relate to the conduct of the Principal notify the North Eastern Victoria Regional Office Phone: 1300 333 231 Email: nevr@education.vic.gov.au who must then take on responsibility for ensuring our school follows these procedures.

Refer to Appendix B for guidance on how to respond to a disclosure of child abuse.

2. Reporting to authorities and referring to services

As soon as immediate health and safety concerns are addressed, and relevant school staff have been informed, the Principal **must** report all incidents, suspicions and disclosures of child abuse as soon as possible.

The following steps will ensure our school complies with the four critical actions as well as additional actions required under the Child Safe Standards.

The Principal must ensure:

- all relevant information is reported to the Department of Families, Fairness and Housing (DFFH) Child Protection, Victoria Police or relevant services where required
- the incident is reported to the Department's [eduSafe Plus portal](#) or the Incident Support and Operations Centre (1800 126 126) in accordance with the severity rating outlined in the [Managing and Reporting School Incidents Policy](#)
- all [reportable conduct](#) allegations or incidents are reported by the Principal to the Department's Employee Conduct Branch (03 7022 0005) – where a reportable conduct allegation is made against the Principal, the Regional Director must be informed who will then make a report to Employee Conduct Branch

NOTE: In circumstances where staff members are legally required to report child abuse to DFFH Child Protection or Victoria Police and they are unable to confirm that the information has been reported by another person at the school or the designated member of school staff does not agree that a report needs to be made, the staff member who has formed the reasonable belief must still contact DFFH Child Protection and Victoria Police to make the report.

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing you must still act. This may include making a referral or seeking advice from Child FIRST or The Orange Door (in circumstances where the family are open to receiving support) DFFH Child Protection or Victoria Police.

3. Contacting parents or carers

The Principal must ensure parents and carers are notified unless advised otherwise by DFFH Child Protection or Victoria Police, or there are other safety and wellbeing concerns in relation to informing parents/carers.

Principals may contact the Department of Education and Training Legal Division for advice on notifying parents and carers, and where relevant, the wider school community.

For further guidance, refer to [PROTECT Contacting parents and carers](#)

4. Ongoing protection and support

The Principal, Assistant Principals, Heads of Senior or Middle School, Year Level Coordinators and Director of Student Wellbeing must ensure appropriate steps are taken by the school to protect the child and other children from any continued risk of abuse. These steps must be taken in consultation with any relevant external agency or Department staff such as DFFH Child Protection, Victoria Police, Legal Division or Employee Conduct Branch. Ongoing protection will also include further reports to authorities if new information comes to light or further incidents occur.

Appropriate, culturally sensitive and ongoing support must be offered and provided to all affected students. Ongoing support will be based on any available advice from the Department, parents and carers, health practitioners, and other authorities (such as DFFH or Victoria Police) and may include referral to wellbeing professionals, development of a safety plan, student support group meetings, and, for student to student incidents, behaviour management and support measures.

5. Recordkeeping

The Principal will ensure that:

- detailed notes of the incident, disclosure, allegation or suspicion are taken using the [Responding to Suspected Child Abuse: Template](#) or the [Responding to Student Sexual Offending: template](#) including, where possible, by the staff member or volunteer who reported the incident, disclosure, or suspicion to them
- detailed notes are taken of any immediate or ongoing action taken by the school to respond to the incident, disclosure, allegation or suspicion
- all notes and other records relating to the incident, disclosure, allegation or suspicion, including the schools immediate and ongoing actions, are stored securely in an access restricted, secure folder on the schools administration network.

For school visitors and school community members

All community members aged 18 years or over have legal obligations relating to reporting child abuse – refer to Appendix A for detailed information.

Any person can make a report to DFFH Child Protection or Victoria Police if they believe on reasonable grounds that a child is in need of protection. For contact details, refer to the [Four Critical Actions](#).

Members of the community do not have to inform the school if they are making a disclosure to DFFH Child Protection or the Victoria Police. However, where a community member is concerned about the safety of a child or children at the school, the community member should report this concern to the principal so that appropriate steps to support the student can be taken

Additional requirements for all staff

All staff play an important role in supporting student safety and wellbeing and have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students.

Fulfilling the roles and responsibilities in the above procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse. This means that if, after following the actions outlined in the procedure, a staff member reasonably believes that a child remains at risk of abuse, they must take the following steps:

- if they are concerned that the school has not taken reasonable steps to prevent or reduce the risk, raise these concerns with the principal in the first instance, and escalate to the regional office if they remain unsatisfied.
- report the matter to the relevant authorities where they are unable to confirm that the information has been reported by another staff member

Staff must refer to Appendix A for further information on their obligations relating to reporting to authorities.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed an annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available from school administration upon request
- Referred to in the student handbook

FURTHER INFORMATION AND RESOURCES

The following Department of Education and Training policies and guidance are relevant to this policy:

- [Child Safe Standards](#)
- [Protecting Children — Reporting and Other Legal Obligations](#)
- [Managing and Reporting School Incidents](#)
- [Reportable Conduct](#)
- [Restraint and Seclusion](#)
- [Identify child abuse](#)
- [Report child abuse in schools \(including four critical actions\)](#)

- [Identify and respond to student sexual offending](#)

The following school policies are also relevant to this policy:

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)
- [Statement of Values and School Philosophy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

APPENDIX A

LEGAL OBLIGATIONS RELATING TO REPORTING CHILD ABUSE

The following information outlines the various legal obligations relating to the reporting of child abuse to relevant authorities.

It is important to note that the procedures outlined in the above policy ensure compliance with the below reporting obligations, and also include additional steps to ensure compliance with Department policy and our school’s duty of care obligations.

Mandatory reporting to Department of Families, Fairness and Housing (DFFH) Child Protection

The following individuals are mandatory reporters under the *Children, Youth and Families Act 2005* (Vic):

- registered teachers and early childhood teachers (including principals and school staff who have been granted permission to teach by the VIT)
- school counsellors including staff who provide direct support to students for mental, emotional or psychological wellbeing, including (but not limited to) school health and wellbeing staff, primary welfare coordinators, student wellbeing coordinators, mental health practitioners, chaplains, and Student Support Services staff
- nurses
- registered psychologists
- police officers
- registered medical practitioners
- out of home care workers (excluding voluntary foster and kinship carers)
- early childhood workers
- youth justice workers
- people in religious ministry
- midwives

All mandatory reporters must make a report to the Department of Families, Fairness and Housing (DFFH) Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

- a child has suffered, or is likely to suffer, significant harm as a result of physical abuse and/ or sexual abuse; and
- the child's parents or carers have not protected, or are unlikely to protect, the child from harm of that type.

A mandatory reporter who fails to comply with this legal obligation may be committing a criminal offence. It is important for all staff at East Doncaster Secondary College to be aware that they are legally obliged to make a mandatory report on each occasion that they form a reasonable belief that a child is in need of protection and they must make a mandatory report even if the principal or any other mandatory reporter does not share their belief that a report is necessary.

If charged with not making a mandatory report, it may be a defence for the person charged to prove that they honestly and reasonably believed that all of the reasonable grounds for their belief had been the subject of a report to child protection made by another person.

The identity of a person who reports any protective concerns to DFFH Child Protection is protected by law. It is an offence for a person, other than the person who made the report, to disclose the name of the person who made a report or any information that is likely to lead to their identification.

At our school, all mandated school staff must undertake the *Mandatory Reporting and Other Obligations eLearning Module* annually. We also require all other staff to undertake this module, even where they are not mandatory reporters.

The policy of the Department of Education and Training (DET) requires **all staff** who form a reasonable belief that a child is in need of protection to discuss their concerns with the school leadership team and to report their concerns to DFFH and in some circumstances to Victoria Police, or to ensure that all the information relevant to the report has been made by another school staff member.

Any person can make a report to DFFH Child Protection (131 278 – 24 hour service) if they believe on reasonable grounds that a child is in need of protection even if they are not a mandatory reporter listed above.

Reporting student wellbeing concerns to Child FIRST or Orange Door

At East Doncaster Secondary College we also encourage staff to make a referral to Child FIRST or Orange Door when they have significant concern for a child's wellbeing. For more information about making a referral to Child FIRST/Child FIRST see the Policy and Advisory Library: [Protecting Children – Reporting and Other Legal Obligations](#).

Reportable Conduct

The Reportable Conduct Scheme is focussed on worker and volunteer conduct and how organisations investigate and respond to suspected child abuse. The scheme aims to improve organisational responses to suspected child abuse and to facilitate the identification of individuals who pose a risk of harm to children.

There are five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*:

- sexual offences against, with or in the presence of, a child
- sexual misconduct (which includes grooming) against, with or in the presence of, a child
- physical violence against, with or in the presence of, a child
- behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

A reportable conduct allegation is made where a person makes an allegation, based on a reasonable belief, that a worker or volunteer has committed reportable conduct or misconduct that **may** involve reportable conduct.

If school staff or volunteers become aware of reportable conduct by any current or former employee, contractor or volunteer, they must notify the school principal immediately. If the allegation relates to the principal, they must notify the Regional Director.

The principal or regional director must notify the Department's Employee Conduct Branch of any reportable conduct allegations involving current or former employees of the school (including Department, allied health, casual and school council employees), contractors and volunteers (including parent volunteers).

- Employee Conduct Branch: 03 7022 0005 or employee.conduct@education.vic.gov.au

The Department's Secretary, through the Manager, Employee Conduct Branch, has a legal obligation to inform the Commission for Children and Young People when an allegation of reportable conduct is made. For more information about reportable conduct see the Department's *Policy and Advisory Library: Reportable Conduct* and the Commission for Children and Young People's [website](#).

Failure to disclose offence

Reporting child sexual abuse is a community-wide responsibility. All adults (ie persons aged 18 years and over), not just professionals who work with children, have a legal obligation to report to Victoria Police, as soon as practicable, where they form a 'reasonable belief' that a sexual offence has been committed by an adult against a child under the age of 16 in Victoria.

Failure to disclose information to Victoria Police (by calling 000, local police station or the Police Assistance Line 131 444) as soon as practicable may amount to a criminal offence unless a person has a 'reasonable excuse' or exemption from doing so.

"Reasonable belief" is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed when:

- a child states that they have been sexually abused
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

"Reasonable excuse" is defined by law and includes:

- fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation)
- where the information has already been disclosed to Victoria Police and you have no further information to add (for example, through a mandatory report to DFFH Child Protection or a report to Victoria Police from another member of school staff).

Failure to protect offence

This reporting obligation applies to school staff in a position of authority. This can include principals, assistant principals and campus principals. Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the age of 16 under their care, authority or supervision, must take all reasonable steps to remove or reduce that risk.

This may include removing the adult (ie persons aged 18 years and over) from working with children pending an investigation and reporting your concerns to Victoria Police.

If a school staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence.

Further information

For more information about the offences and reporting obligations outlined in this fact sheet refer to: [Protecting Children — Reporting and Other Legal Obligations](#).

APPENDIX B: MANAGING DISCLOSURES OF CHILD ABUSE

Important information for staff

When managing a disclosure relating to child abuse you should:

- listen to the student and allow them to speak
- stay calm and use a neutral tone with no urgency and where possible use the child's language and vocabulary (you do not want to frighten the child or interrupt the child)

- be gentle, patient and non-judgmental throughout
- highlight to the student it was important for them to tell you about what has happened
- assure them that they are not to blame for what has occurred
- do not ask leading questions, for example gently ask, “What happened next?” rather than “Why?”
- be patient and allow the child to talk at their own pace and in their own words
- do not pressure the child into telling you more than they want to, they will be asked a lot of questions by other professionals, and it is important not to force them to retell what has occurred multiple times
- reassure the child that you believe them and that disclosing the matter was important for them to do
- use verbal facilitators such as, “I see”, restate the child’s previous statement, and use non-suggestive words of encouragement, designed to keep the child talking in an open-ended way (“what happened next?”)
- tell the child in age appropriate language you are required to report to the relevant authority to help stop the abuse, and explain the role of these authorities if appropriate (for a young child this may be as simple as saying “I will need to talk to people to work out what to do next to help you”)
- Take prompt action in relation to following the procedures outlined below.

When managing a disclosure you should AVOID:

- displaying expressions of panic or shock
- asking questions that are investigative and potentially invasive (this may make the child feel uncomfortable and may cause the child to withdraw)
- going over the information repeatedly (you are only gathering information to help you form a belief on reasonable grounds that you need to make a report to the relevant authority)
- making any comments that would lead the student to believe that what has happened is their fault
- making any promises you will keep the information the student provided confidential
- making promises to the child about what will occur next or that things will be different given the process can be unpredictable and different for each child depending on their circumstances (instead reassure them that you and others will do your best to help).

CLASS PLACEMENT



Help for non-English speakers

If you need help to understand the information in this policy please contact 9842 2244.

PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

POLICY

The process that East Doncaster Secondary College works through to plan each student’s class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

East Doncaster Secondary College recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

If you would like to request that your child be placed in a class with a particular friend or friends, please

ensure that you make this request by October of the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to the relevant Year Level Coordinator. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at East Doncaster Secondary College are caring and committed educators and East Doncaster Secondary College strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are generally unable to accommodate these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where East Doncaster Secondary College considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

COMMUNICATION WITH SCHOOL STAFF



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

This policy explains how East Doncaster Secondary College proposes to manage common enquiries from parents and carers.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY

East Doncaster Secondary College understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please contact front office on 9842 2244
- to report any urgent issues relating to a student on a particular day, please contact front office on 9842 2244
- to discuss a student's academic progress, health or wellbeing, please contact your Year Level Coordinator
- for enquiries regarding camps and excursions, please contact the middle school or senior school office on 9842 2244
- to make a complaint, please contact the Assistant Principal on 9842 2244. Please also refer to our [Complaints policy](https://www.eastdonsc.vic.edu.au/policy-documents), available: <https://www.eastdonsc.vic.edu.au/policy-documents>
- to report a potential hazard or incident on the school site, please contact front office on 9842 2244
- for parent payments, please contact the Administration Officer on 9842 2244
- for all other enquiries, please contact our Office on 9842 2244.

School staff will do our best to respond to general queries as soon as possible and ask that you allow us 2 – 3 working days to provide you with a detailed response. We will endeavour to respond to urgent matters within 24 hours where possible.

Interpreting Services

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child. Contact east.doncaster.sc@education.vic.gov.au or 9842 2244 for more information.

Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Discussed at student forums
- Hard copy available from school administration upon request

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COMPLAINTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception – 9842 2244

PURPOSE

The purpose of this policy is to:

- provide an outline of the complaints process at East Doncaster Secondary College so that students, parents and members of the community are informed of how they can raise complaints or concerns about issues arising at our school
- ensure that all complaints and concerns regarding East Doncaster Secondary College are managed in a timely, effective, fair and respectful manner.

SCOPE

This policy relates to complaints brought by students, parents, carers, or members of our school community and applies to all matters relating to our school.

In some limited instances, we may need to refer a complainant to another policy or area if there are different processes in place to the manage the issue including:

- Complaints and concerns relating to fraud and corruption will be managed in accordance with the department’s [Fraud and Corruption Policy](#)

- Criminal matters will be referred to Victorian Police
- Legal claims will be referred to the Department’s Legal Division
- Complaints and concerns relating to child abuse will be managed in accordance with our [Child Safety Responding and Reporting Obligations Policy and Procedures](#)

POLICY

East Doncaster Secondary College welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other’s views and respect each other’s role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

Complaints and concerns process for students

East Doncaster Secondary College acknowledges that issues or concerns can cause stress or worry for students and impact their wellbeing and learning. East Doncaster Secondary College encourages our students to raise issues or concerns as they arise so that we can work together to resolve them.

Students with a concern or complaint can raise them with a trusted adult at school, for example, with the Year Level Coordinator, Head of Middle or Senior School, Student Wellbeing Staff, an Assistant Principal or the Principal. This person will take your concern or complaint seriously and will explain to you what steps we can take to try to resolve the issue and support you.

You can also ask your parent, carer or another trusted adult outside of the school, to talk to us about the issue instead. Information about our parent/carer complaints and concerns process is outlined further below. The parent/carer process also applies to students who are mature minors, refer to: [Mature Minors and Decision Making](#).

Other ways you can raise a concern or complaint with us include:

- talking to a teacher
- talking to a member of our student leadership team or a class/year level captain about your concern and any suggestions you have for resolving it
- participating in our Attitudes to School Survey or focus group surveys when they are available
- participating in our student forums held in Positive Futures classes

Further information and resources to support students to raise issues or concerns are available at:

- [Report Racism Hotline](#) (call 1800 722 476) – this hotline enables students to report concerns relating to racism or religious discrimination
- [Reach Out](#)
- [Headspace](#)
- [Kids Helpline](#) (call 1800 55 1800)
- [Victorian Aboriginal Education Association](#) (VAEAI)

Complaints and concerns process for parents, carers and community members

Preparation for raising a concern or complaint

East Doncaster Secondary College encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and East Doncaster Secondary College (see “Further Information and Resources” section below).

Support person

You are welcome to have a support person to assist you in raising a complaint or concern with our school. Please advise us if you wish to have a support person to assist you, and provide their name, contact details, and their relationship to you.

Raising a concern

East Doncaster Secondary College is always happy to discuss with parents/carers and community members any concerns that they may have. Concerns in the first instance should be directed to the Year Level Coordinator. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.

Making a complaint

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal or Assistant Principal, noting that formal complaints should be directed to a member of the school’s leadership team.

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

- 1. Complaint received:** Please either email, telephone or arrange a meeting through Reception with the Assistant Principal or Principal, to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.
- 2. Information gathering:** Depending on the issues raised in the complaint, the Principal, Assistant Principal, or nominee may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.
- 3. Response:** Where possible, a resolution meeting will be arranged with the Assistant Principal or Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it. In some circumstances, the Principal may determine that a

resolution meeting would not appropriate. In this situation, a response to the complaint will be provided in writing.

- 4. Timelines:** East Doncaster Secondary College will acknowledge receipt of your complaint as soon as possible (usually within two school days) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, East Doncaster Secondary College may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, East Doncaster Secondary College will consult with you and discuss any interim solutions to the dispute that can be put in place.

Please note that unreasonable conduct (e.g. vexatious complaints) may need to be managed differently to the procedures in this policy.

Resolution

Where appropriate, East Doncaster Secondary College may seek to resolve a complaint by but not limited to:

- an apology or expression of regret
- a change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.

In some circumstances, East Doncaster Secondary College may also ask you to attend a meeting with an independent third party or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

Escalation

If you are not satisfied that your complaint has been resolved by the school, or if your complaint is about the Principal and you do not want to raise it directly with them, then the complaint should be referred to the North Eastern Victoria Regional Office by contacting Phone: 1300 333 231

East Doncaster Secondary College may also refer a complaint to North Eastern Victoria Regional Office if we believe that we have done all we can to address the complaint.

For more information about the Department's parent complaints process, including the role of the Regional Office, please see: [Raise a complaint or concern about your school.](#)

Record keeping and other requirements

To meet Department and legal requirements, our school must keep written records of:

- Serious, substantial or unusual complaints
- Complaints relating to the Child Information Sharing Scheme and Family Violence Information Sharing Scheme, to meet regulatory requirements - refer to Child and Family Violence Information Sharing Schemes for further information

Our school also follows Department policy to ensure that record-keeping, reporting, privacy and employment law obligations are met when responding to complaints or concerns.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website

- Included in staff induction processes
- Included in our staff handbook
- Included in transition and enrolment packs
- Included in our student handbook and uploaded to School resources on Compass
- Discussed at parent information nights
- Annual reference in school newsletter
- Discussed at student forums such as year level assemblies
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department’s Policy and Advisory Library (PAL):

- [Complaints - Parents](#)

The Department’s parents’ website:

- [Raise a complaint or concern about your school](#)
- [Report racism or religious discrimination in schools](#)
- [East Doncaster Secondary College Statement of Values](#)
- [School Philosophy](#)
- [Communication with School Staff \(Policy Handbook\)](#)

POLICY REVIEW AND APPROVAL

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CURRICULUM FRAMEWORK POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception – 9842 2244

PURPOSE

The purpose of this framework is to outline East Doncaster Secondary College’s organisation, implementation and review of curriculum and teaching practices and to ensure that, taken as a whole, all eight learning areas are substantially addressed at years 7 to 10 unless an exemption applies and that there are a broad range of curriculum pathways post Year 10.

The framework shows, at a high level, how the school will deliver its curriculum, how the curriculum and teaching practice will be reviewed, how we assess student learning, how we record and monitor student performance, and when and how we report to parents.

This curriculum framework is underpinned by DET policy and guidelines regarding curriculum

frameworks, assessment and reporting.

OVERVIEW

East Doncaster Secondary College provides all students with a planned and structured curriculum to equip them with the knowledge, skills and attributes needed to complete their schooling and to make a successful transition from school to further education, training or work.

East Doncaster Secondary College aims to develop passionate learners who are critical thinkers with the confidence and capability to engage in the global community. Our maxim as learners is “Creating a Culture of Curiosity”. We want students to experience a sense of achievement and growth in their academic, personal, social and emotional development. The College values of curiosity, excellence, fairness, respect, resilience, teamwork, care and compassion reflect these desired outcomes and we have high expectations that our students will commit to being supportive of each other as they strive for success as learners.

Our College is committed to offering a comprehensive curriculum based on the [Victorian Curriculum F-10](#). The key points in this framework, and in line with the [F-10 Revised Curriculum Planning and Reporting Guidelines](#), are a commitment to:

- A defined curriculum content that is the basis for student learning
- Curriculum planning that addresses the bands of schooling
- Developing and publishing a separate whole-school curriculum plan that documents our teaching and learning program
- Reporting student learning against the achievement standards in the curriculum
- Reporting student learning to students and parents in line with the Department’s [Reporting Student Achievement and Progress Foundation to 10](#) policy.
- Complying with Departmental policies relating to curriculum provision, including:
 - [Physical and Sport Education — Delivery Outcomes](#)
 - [Sexuality and Consent Education](#)
 - [Holocaust Education – Delivery Requirements](#)

Our College provides extensive pathways opportunities for students post Year 10 via senior secondary programs such as Victorian Certificate of Education (VCE), Victorian Certificate of Education (Vocational Major) and Vocational Education and Training (VET) in Schools.

There are also a range of programs available to support international students.

IMPLEMENTATION

The Year 7-10 Curriculum at East Doncaster Secondary College is framed by the Victorian Curriculum 7-10 framework and incorporates the eight key learning areas of The Arts, English, Health and Physical Education, The Humanities, Languages, Mathematics, Science and Technologies. The Capabilities of Critical and Creative Thinking, Ethical, Intercultural and Personal and Social are also embedded into our curriculum programs. The use of Information and Communications Technology (ICT) is integrated across the curriculum to support the improvement of teaching and learning outcomes.

The Victorian Certificate of Education (VCE) is undertaken by students in Years 11 and 12 but can be started in Year 10. It provides a range of subjects to meet the needs of students and provides pathways to further study at university, TAFE or employment.

The Victorian Certificate of Education (Vocational Major) is also available for students in Years 11 and 12. VCE-VM is based on applied learning and designed to:

- give students practical work-related experience, literacy and numeracy skills and the opportunity to

build personal skills that are important for work and life

- provide the skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education.
- Allows students to receive credit for on-the-job learning

Students in Years 10-12 also have access to Vocational Education and Training (VET) in Schools. This is a vocationally oriented program that is part of either VCE-VM or VCE. It provides credit towards these certificates as well as the opportunity to undertake a nationally recognised VET qualification within the Australian Qualifications Framework.

Note: The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the curriculum, assessment and certification of both the VCE and the VCE VM.

<https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx>

The school will ensure wherever possible that English as an Additional Language (EAL) is provided for new arrivals who qualify according to VCAA requirements.

Class time at the College is structured into a fortnightly timetable, with 5 hours of learning per day, broken into six 50-minute sessions.

The College has also implemented our Positive Futures program to provide students with opportunities for increased connectedness to their teachers and peers and to explore the key tenets of Positive Education. Positive Futures takes place for 48 minutes every Tuesday in year level groups.

Further information on how our school implements the curriculum, including the learning areas provided at each year level/band of schooling, and the capabilities that are developed by students across these learning areas and the approximate time allocations for each learning area, is provided in our whole school curriculum plan and is supported by year level subject unit curriculum plans. The College documents its curriculum offerings in the form of 'Scope and Sequence'. This document describes the content, skills and knowledge through course outlines, term overviews and weekly planners.

Language provision

Learning a Language other than English" is an essential tool for life in the 21st Century. East Doncaster Secondary College offers a choice of two languages: Chinese (Mandarin) and Italian. Our Languages subjects of Chinese and Italian are provided across all year levels and not only open career pathways but also provide our students with a deeper understanding of the culture of people in other countries. To support our studies of Languages we have developed rich relationships between students and teachers connected to schools in both Italy and China. This is particularly valuable in developing the language skills of our students.

Pedagogy

At East Doncaster Secondary College we continue to focus on a common instructional model, the adoption of high impact teaching strategies and pedagogical practices, and the use of high-quality feedback mechanisms. This occurs with an emphasis on collaboration in teaching teams and Professional Learning Communities to ensure that there is a focus on learning improvement for every student.

East Doncaster Secondary College encourages a personalised approach to teaching and learning where every student's education is structured and tailored to their needs via data driven instruction to support high levels of student engagement and attainment.

To achieve this, the College provides developmental teaching and learning programs that challenge and support students to build their skills and knowledge. The programs provide a comprehensive, broadly based, inclusive curriculum.

Assessment

East Doncaster Secondary College assesses student progress in line with the Department's [Assessment of Student Achievement and Progress Foundation to 10](#) policy and VCAA VCE Study Designs.

Students at our College will have multiple and varied opportunities to demonstrate learning and achievement. Teachers use assessment tasks that cover multiple curriculum levels to ensure that evidence of learning and growth is captured for every student.

- Teachers at East Doncaster Secondary College use a combination of formative assessment for learning (to focus feedback and guide future learning) and summative assessment of learning (to determine what the student has learned at the end of a sequence of learning), alongside student self-assessment and reflection.
- Assessment is used in an ongoing way, to guide future lessons and learning, as well as to keep students and parents informed of student progress. Assessments are made visible in Compass Learning Tasks.
- Teachers will use a variety of assessment strategies to gather evidence about student achievement. The agreed assessment processes and tasks are designed by teacher teams and are documented in the Subject Unit Designs and Learning Sequences. The assessments may include, but are not limited to, tests and assignments, projects, portfolios, performances, discussions or oral presentations.
- Assessment tasks are developed to support students to show their knowledge, skills and understandings and will include clear instructions, relevant supporting documents (scaffolds, planning documents, etc) and allow sufficient time for completion. Teachers will make modifications to the task to cater for students with additional learning needs.
- The College will develop Individual Education Plans (IEPs) for students who are part of the Program for Students with a Disability (PSD), Koorie students and students in 'Out of Home' care, in consultation with students, parents and where appropriate, with outside agencies.
- If applicable, the school will provide quality and meaningful education for Koorie students by using a range of strategies as described in the Marrung: Aboriginal Education Plan 2016-2026.
- Teachers will assess the achievements of students with disabilities and impairments in the context of the Victorian Curriculum and the 'Towards Foundation Level Victorian Curriculum' where applicable.
- The English language proficiency of English as Additional Language (EAL) students in Years 7- 10 will be assessed using the Victorian Curriculum F-10 EAL.
- Teachers will participate in cross marking of assessment tasks (moderation) involving assessment rubrics and work samples so that staff can apply consistent judgements of student progress against Victorian Curriculum Standards across the school and in line with VCE Study Designs and assessment advice.

Reporting

East Doncaster Secondary College reports student progress to parents in line with the Department's [Reporting Student Achievement and Progress Foundation to 10](#) policy. In addition, our College ensures that there is continuous sharing of assessment information formally and informally with parents/carers throughout the term/semester, including through twice-annual formal reporting against the Victorian Curriculum standards.

At East Doncaster Secondary College we report on student progress six times throughout the year. A progress report is provided for every subject and contains four key components:

- 1) Student Learning Goal (determined by the student for each of their subject areas)
- 2) Academic achievement score for each subject undertaken
- 3) Learning Tasks that are aligned to each cycle
- 4) Attitude and Effort achievement

In addition to our model of continuous reporting, we also provide semester reports that clearly identify student progress against the Victorian Curriculum standards.

Reports are in a written format easy for parents/carers to understand and are accessible in digital form.

- East Doncaster Secondary College reports directly against the Victorian [Curriculum F-10 achievement standards](#) or, if reporting on students for whom English is an additional language, the Victorian [Curriculum F-10 EAL achievement standards](#).
- VCE and VCE-VM Studies report directly against the stated Outcomes in the appropriate VCE VCAA Study Designs
- Both student achievement and progress are reflected in the College’s continuous reporting cycles.
- An age-related five-point scale, where the quality of a student’s achievement against what is ‘expected’ for students of that year level at the time of reporting, will be used for reporting against the achievement standards in all Year 7-10 subject areas each semester. These reports will include an indication of progress from the last time the curriculum area was reported upon.
- Opportunities will be provided for parents/carers and students to discuss the school report with teachers and/or school leaders.

Parent-teacher interviews, conducted twice-yearly, enable the opportunity to discuss the students’ progress and how they can continue to be supported at home. Interpreting services will be made available where required.

CURRICULUM AND TEACHING PRACTICE REVIEW

School curriculum and teaching practice is reviewed against the [Framework for Improving of Student Outcomes \(FISO 2.0\)](#). FISO and the FISO improvement cycle help identify focus areas for improvement and to evaluate the impact of introduced initiatives.

Review of school curriculum

| Layer of review/planning | Process and data used | Responsibility | Timeframe |
|--------------------------|---|--|---------------|
| Whole school | A Whole School Curriculum review will take place every four years. The Leadership Team will document through its Strategic Plan and the Annual Implementation Plan which key strategies for improvement in student learning outcomes form part of its curriculum plan. | College Leadership Team, primarily members of the Curriculum Leadership team | Every 4 years |

| | | | |
|---|--|--|-----------------------------|
| Curriculum Areas | Provision of subject offerings for Years 9-12 are determined for the following year based on student demand and the needs of the school's Curriculum Plan to maintain balance and a broad provision of subject choices. Input will be sought from relevant Learning Domain Leaders when determining programs for the following school year. | College Leadership Team | Term 3-4 each year |
| Year level Subject Units and lessons | Domain Leaders and Professional Learning Teams review and refine units of work in an ongoing capacity. Significant changes or refinements are made at the end of each year for the following year. In doing this work, teams will take into consideration data on the outcomes of the current curriculum and pedagogy implemented. | Subject Year level teams & Professional Learning Teams | Ongoing throughout the year |
| | | | |

Review of teaching practice

East Doncaster Secondary College reviews teaching practice via:

- Professional Learning Teams, which link the learning needs of students with the professional learning and practice of teachers and provide an opportunity for teachers to collaboratively evaluate the effect of high impact teaching strategies; and
- the Performance Development cycle, which provides an opportunity to provide feedback to teaching staff on their performance to support ongoing learning and development, with a focus on how student learning can be improved through improving teaching practice.

FURTHER INFORMATION AND RESOURCES

- Policy and Advisory Library:
 - [Curriculum Programs Foundation to 10](#)
 - [Framework for Improving Student Outcomes \(FISO 2.0\)](#)
 - [Assessment of Student Achievement and Progress Foundation to 10](#)
 - [Digital Learning in Schools](#)
 - [Students with Disability](#)
 - [Koorie Education](#)
 - [Languages Education](#)
 - [Physical and Sport Education — Delivery Requirements](#)
 - [Holocaust Education](#)
 - [Reporting Student Achievement and Progress Foundation to 10](#)
 - [Sexuality and Consent Education](#)
 - [School Hours \(including variation to hours\)](#)
- This policy should be read alongside:
 - whole school curriculum plan
 - teaching and learning program for each learning area and capability
 - teaching and learning program for each year level

- unit plans/sequence of lessons.

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at East Doncaster Secondary College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- East Doncaster Secondary College's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)

- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

East Doncaster Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at East Doncaster Secondary College

East Doncaster Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease either a Windows Laptop or a MacOS device for their child to bring to school.

Students are required to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- Meets the required hardware and software specifications

Please note that our school does not have insurance to cover accidental damage to students’ devices, and parents/carers are encouraged to consider obtaining their own insurance for their child’s device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Reception on 9842 2244.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At East Doncaster Secondary College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At East Doncaster Secondary College, we:

- use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including [insert details of specific programs]

- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify [insert relevant role/s, i.e. classroom teacher, the administration], immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our [Yard Duty and Supervision Policy](#).

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with East Doncaster Secondary College's [Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy](#).

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), East Doncaster Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges

- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school’s [Student Wellbeing and Engagement and Bullying Prevention policies](#).

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website [or insert other online parent/carer/student communication platform]
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

DOGS AT SCHOOL (INCLUDING WELLBEING DOGS) POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To explain to our school community the rules and procedures we have in place in relation to dogs attending our school grounds. This includes the procedures in place for our wellbeing dog program to support student engagement and mental health.

SCOPE

This policy applies to School staff and all parents and carers in our community.

POLICY

Definitions

An **assistance dog** is trained and certified by a registered organisation to perform tasks or functions that help a person with a disability to alleviate the effects of the disability.

A **wellbeing dog** is a dog that has been suitably trained to provide animal-assisted wellbeing programs under the control of his/her handler.

A **handler** is a volunteer in the school who is responsible and in control of a wellbeing dog while on school grounds and when facilitating the animal wellbeing program.

A **pet dog** relates to any dog that is privately owned in the community for companionate reasons, rather than as a support function that requires specific skills or training.

A **stray dog** is any dog that is not accompanied by their owner.

Assistance dogs

East Doncaster Secondary College understands its obligations under the *Disability Discrimination Act 1992* (Cth) and the *Equal Opportunity Act 2010* (Vic) and will make reasonable adjustments for members of our school community with a disability who require an 'assistance animal' to help alleviate the effects of their disability. Assistance animals are permitted to attend our school with their handler. Our school Principal can lawfully ask a person to produce evidence that an animal:

- is trained specifically to assist a person to alleviate the effects of a disability (e.g. seeing eye dogs, hearing and physical assistance dogs)
- meets standards of hygiene and behaviour appropriate for a school environment.

We understand that in some circumstances, students may require an assistance animal to attend school to help them to participate in their educational program. East Doncaster Secondary College will consider a request by a student with a disability to allow an assistance animal to attend school with them on a case-by-case basis. If you would like to discuss this further, please contact Assistant Principal Cameron Campbell.

Wellbeing dogs

East Doncaster Secondary College supports the use of wellbeing dogs for the benefit of our students subject to the conditions of this policy. The role of the wellbeing dog is to support the social and emotional needs of our students, under the guidance and supervision of their handler and other school staff.

SCHOOL USES A WELLBEING DOG THROUGH ARRANGEMENTS OTHER THAN A MENTAL HEALTH MENU PROVIDER

East Doncaster Secondary College has wellbeing dogs who supports our student's mental health and engagement. Our wellbeing dogs are suitably trained and integrated into the school community.

Recognised benefits from working or visiting with a wellbeing dog include:

- reduced stress and anxiety, including decreased learner anxiety behaviours
- improved physical and emotional wellbeing
- improved self-esteem, empathy and interpersonal skills
- improved relationship building and ability to pick up on social cues
- improved attendance (for disengaged students or students at risk of disengaging).

Examples of activities students may engage in with the wellbeing dog include:

- petting and/or hugging the dog
- speaking and reading to the dog
- giving the dog commands that the dog is trained to respond to.

Where possible, East Doncaster Secondary College will only engage with low-allergen wellbeing dogs. East Doncaster Secondary College will take care to avoid, where possible, contact between the wellbeing dog and students, staff, and visitors where the school is aware they have allergies to dogs.

Staff, students and visitors are requested to notify the school of any health or safety concerns about the wellbeing dog. We are committed to consulting with students and parent(s)/carer(s) in relation to any such health or safety concerns so that appropriate arrangements can be made on a case-by-case basis.

Wellbeing dog standards and procedures

- There will be a maximum of one school wellbeing dog at any given time.
- When the wellbeing dog is on school grounds they will be under the supervision of a handler or staff member. The wellbeing dog will not be unsupervised or alone with students. A safe area separate to the school classrooms and offices will be allocated to the wellbeing dog and their handler where they will spend time when they are not working with students.
- The handler will ensure that the wellbeing dog does not pose a health and safety risk to any student, employee, or other person at school and that the wellbeing dog is brought to school only when properly groomed, bathed, free of illness or injury and of the temperament appropriate for working with the school community. In the event the school is made aware that the dog triggers a student's health condition (for example, allergies or asthma), the school will notify the student's parent/carer(s) and ensure appropriate steps are implemented to minimise health risks.
- The wellbeing dog will be appropriately identified while on school grounds by wearing a high visibility leash.
- No student or staff member will be required to interact with the wellbeing dog. If a student indicates that they wish to overcome any fear of dogs, they can be supported to do so with coaching in a controlled environment with the wellbeing dog and their handler.
- The wellbeing dog program will be communicated to parent/carer(s) at the beginning of the year in the school newsletter, and on student enrolment. In these communications, parent/carer(s) will be given the opportunity to 'opt out' of the program for their child, raise any concerns or update student medical information (such as allergies or asthma) which may be triggered by a visit from the wellbeing dog.

Pet dogs

East Doncaster Secondary College is not a public place, and our Principal has the authority to permit or decline entry to school grounds and impose conditions of entry.

Dogs prohibited

Whilst East Doncaster Secondary College understands that many families in our school community keep dogs as pets, to ensure that our school remains a safe and inclusive place for everyone, pet dogs are not permitted on school grounds under any circumstances.

Our school community is diverse, and may include people that are allergic or uncomfortable around dogs. We are also conscious of the health hazards that may be posed by dogs. We ask that families please leave their pet dogs at home or safely tether them outside school grounds when attending our school or school events.

The Principal has the authority to prohibit certain dogs from school grounds or modify this policy to ensure the safety and wellbeing of staff, students and members of our school community at any time.

Stray dogs

Unaccompanied or stray dogs sighted at our school should be reported immediately to the school office. School staff will contact municipal authorities and/or Victoria Police for assistance in managing and removing a stray dog from school grounds, and ensure staff and students remain safe at school.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

For Duty of Care and Visitor policies please visit [our website](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

EAST DONCASTER SECONDARY COLLEGE STUDENT DRESS CODE



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception on 9842 2244.

PURPOSE

The purpose of the Student Dress Code is to outline East Doncaster Secondary College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by East Doncaster Secondary College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support East Doncaster Secondary College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

UNIFORM AND APPEARANCE

East Doncaster Secondary College’s compulsory school uniform items are as follows:

GIRLS UNIFORM

| | |
|--|---|
| <p>SUMMER</p> <ul style="list-style-type: none"> • The designated College check dress or; • Trousers – or slacks – tailored navy or tailored navy shorts. • Shirt – sky blue, short sleeves, open neck. • College Pullover – Year 7-9 Thomas Moore Blue V-neck. Year 10-12 Navy blue. • Socks – Plain white colour, long or short. No logos or branding visible. No black socks. No tights. • Shoes – only polishable black leather formal lace-up or T-Bar shoes. No platform soles or non-polishable shoes. No runners including black leather runners. • Hair ribbons – plain College blue or plain white • If wearing a hijab – plain navy, white or black - no embellishments <p>Summer uniform should be worn in Terms One and Four.</p> | <p>WINTER</p> <ul style="list-style-type: none"> • The designated College check skirt, or slacks – tailored navy. • Shirt – sky blue long sleeves, open neck. A plain white T shirt, without logo, may be worn under the shirt. • College Pullover (as for Summer). • Socks – Plain white colour, long or short, or black tights. No socks are to be worn on top of tights. Grey socks may only be worn with slacks. • Shoes (as for Summer). • Hair ribbons (as for Summer) <p>SPORT</p> <ul style="list-style-type: none"> • Navy blue shorts with College logo. • College Sports top in House colour with College logo. • Sports shoes. • Socks – white. No logos or branding visible. • College navy blue tracksuit pants. |
|--|---|

BOY’S UNIFORM

| | |
|--|---|
| <p>SUMMER</p> <ul style="list-style-type: none"> • Trousers/pants –long plain College grey or tailored grey shorts. • Shirt – sky blue, short sleeves, open neck. • College Pullover – Year 7-9 Thomas Moore Blue V-neck. Year 10-12 Navy blue. • Socks – grey only with shorts. No logos or branding visible. No black socks with shorts. • Shoes – polishable – ONLY black leather formal school shoes. No runners including black leather runners. <p>Summer uniform should be worn in Terms One and Four.</p> | <p>WINTER</p> <ul style="list-style-type: none"> • Trousers/pants (as for Summer). • Shirt - sky blue, long or short sleeve, open neck. A plain white T shirt, without logo, may be worn under the shirt. • College Pullover (as for Summer). • Shoes (as for Summer). • Socks – grey only <p>SPORT</p> <ul style="list-style-type: none"> • Navy blue shorts with College logo. • College Sports top in House colour with College logo. • Socks – white. No logos or branding visible. • Sport shoes. • College navy blue tracksuit pants. |
|--|---|

General appearance

East Doncaster Secondary College is a full uniform school. It is expected that students will wear their school uniform with pride, including having their school shoes regularly polished - Laced shoes must be tied, and T-bars buckled.

Any garments worn under the uniform for greater warmth should be a plain colour (white, skin colour or blue) without emblems or prints – these garments should not be visible. Summer uniform is to be worn during Terms One and Four; winter uniform during Terms Two and Three.

Years 7, 8 and 9 students who have Sport Education may wear their Sports Uniform to school on that day. Full official sports uniform, including track pants, should be worn to and from school on those days.

Students in Years 10-12 who have a Physical Education class are required to change into their full Sports Uniform for such classes and must remain in full school uniform at all other times of that day.

Jewellery and Hair Colour

The only jewellery permitted to be worn by students is up to two plain metal earrings (stud or sleeper). **No facial piercings are permitted.** Nail polish will be clear and colourless. Make up should not be worn, and hair colours should be natural.

Health and safety

Shoulder length or longer hair is to be tied back to help restrict the spread of lice and for student safety.

Jewellery, nails, hair accessories and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.

Students who wear braids or locs may wear them loose, except for applied technology classes where hair should be tied back for safety purposes.

It is recommended that school uniform hats are worn outside during term's one and four and during sport and physical education classes when outdoors. It is also recommended for students who are representing the College in sport and are competing outdoors and when attending the College swimming, cross-country and athletics days. Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

PURCHASE OF UNIFORMS

Uniform items can be purchased from PSW – 12 Strathalbyn Street, East Kew - <https://www.psw.com.au>

Second-hand uniform and books may be available <https://www.sustainableschoolshop.com.au/>

The School Council has considered affordability in the development of this dress code. However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform (ASU) program.

Please contact the Principal or your child's Year Level Coordinator to discuss support that we may be able to provide.

IMPLEMENTATION

East Doncaster Secondary College will ensure that this Student Dress Code is communicated to all families and students through our website, in the student handbook, in the student diary and in the enrolment handbook. We will assist students who may be experiencing difficulties complying with this policy where possible.

The school will take appropriate measures to enforce the dress code as per the official uniform policy. Heads of School, Year Level Coordinators and Classroom Teachers will conduct regular uniform checks. Students who are unable to wear their complete uniform on any given day must bring a note to their Year Level Coordinator explaining the reason to obtain a uniform pass. A uniform pass must be obtained prior to their first scheduled class for the school day. If there is an ongoing uniform breach, the school will contact the parent/guardian via a Compass email and appropriate disciplinary action taken.

EXEMPTIONS TO STUDENT DRESS CODE

We acknowledge that there might be instances where the enforcement of this dress code could impact students differently.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular financial hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

CASUAL DRESS DAYS

The College will allow 'Casual Dress Days' for the express purpose of collecting donations for specific charities and to be used as contributions towards improving student facilities and amenities.

The following criteria and conditions will apply:

- One casual dress day per term only
- Donations raised will be allocated to organisations and charities decided by the SRC; typically, one day will raise funds for State Schools' Relief Fund.
- The cost per student at school in casual dress will be \$2
- Planning and organisation of the days will be the responsibility of the SRC
- Dates decided upon must have the approval of the Principal

Casual Dress Day – Dress Code

On casual dress days, the College has certain expectations about dress so that school programs are not disrupted. The following examples are provided as a guide to students when selecting clothing for Casual Dress Day:

- Clothing must be worn in such a manner so as not to reveal undergarments and/or an excessive amount of bare skin.
- Skirts, dresses, and shorts must be of an acceptable length.
- Footwear must be appropriate to the activities undertaken during class time. E.g. covered shoes in science laboratories and in technology classes, sports shoes for Physical Education and Sport classes.
- Jewellery/body piercing (for example: spiked jewellery, chokers, rings, bracelets) requirements are the same as other school days. Teachers may ask students to remove such items.
- Hats, baseball caps or beanies are to be taken off during specific lessons or at request of teachers.
- Exceptions for medical reasons may be considered by Heads of School.

The Principals and Heads of Sub Schools reserve the right to disapprove any items not addressed in the list but which are deemed obscene, sexually suggestive, a danger to health and safety or promotes the use of illegal substances. Where there are breaches of these guidelines, parent contact will be made in these circumstances.

CONCERNS ABOUT THIS STUDENT DRESS CODE

East Doncaster Secondary College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website (or insert other online parent/carer/student communication method)
- Reminders in our school newsletter
- Discussed in student forums
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- East Doncaster Secondary College [Sun Protection Policy](#)
- East Doncaster Secondary College [Complaint Policy](#)
- East Doncaster Secondary College [Student Wellbeing and Engagement Policy](#)
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
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DUTY OF CARE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at East Doncaster Secondary College owe to our students and members of the school community who visit and use the school premises.

POLICY

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and procedures to manage common risks in the school environment,

including:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Tree Maintenance
- Grounds Maintenance (trees and grounds)
- Student Private Property
- Child Safe Standards
- External Providers (including RTOS delivering VET/VCE-VM)
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers.

Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department’s Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- Policy documents available on [the website](#):
<https://www2.education.vic.gov.au/pal/duty-of-care/policy>

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ELECTRONIC FUNDS MANAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception 9842 2244

PURPOSE

The purpose of this policy is to set out how our school will manage electronic funds in accordance with applicable Department of Education and Training policy and law.

SCOPE

This policy applies to:

- all staff/responsible persons involved in management of funds transacted electronically
- all transactions carried out by East Doncaster Secondary College via the methods set out in this policy

POLICY

East Doncaster Secondary College has developed this policy consistently with the [Schools Electronic Funds Management Guidelines](#) and [Section 4 Internal Controls of the Finance Manual for Victorian Government schools](#).

Implementation

- East Doncaster Secondary College School Council requires that all actions related to internet banking are consistent with The Department’s [Schools Electronic Funds Management Guidelines](#).
- East Doncaster Secondary College School Council approves the use of Bank Australia and Westpac as the approved software for all internet banking activities as individual authority and security tokens are required.

- All payments through internet banking software must be consistent with Department requirements and must be authorised by the Principal and one other member of School Council nominated by the School Council.
- East Doncaster Secondary College will undertake maintenance and upgrading of hardware and software as required.
- East Doncaster Secondary College will ensure proper retention/disposal of all transaction records relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings and relevant CASES21 reports.

Eftpos

- The Principal of East Doncaster Secondary College, will ensure all staff operating the merchant facility are aware of security requirements.
- School Council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- East Doncaster Secondary College will not accept EFTPOS transactions via telephone or post.
- East Doncaster Secondary College School Council has approved a minimum refund amount of \$10 and a maximum refund amount of \$200 on the same day as the original transaction.

Direct Debit

- All direct debit agreements must be approved and signed by School Council prior to implementation.
- The School Council requires all suppliers to provide tax invoices/statements to the school prior to direct debiting any funds from the school’s account
- A direct debit facility allows an external source eg. Coles to a pre-arranged amount of funds from the school’s official account on a pre-arranged date. Any such payments will be authorised as appropriate and required.
- East Doncaster Secondary College will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

Direct Deposit

- East Doncaster Secondary College utilises a “two user authorisation of payments” banking package, as it contains a greater degree of security and access controls.
- Creditor details will be kept up to date and the treatment of GST for creditors will be monitored.
- Payment transactions will be uploaded as a batch through the CASES21 system.
- All payments made through the internet banking system must be authorised by two authorised officers.
- The various internal controls that need to be considered include:
 - the identification of staff with administrative responsibilities [e.g. Business Manager to access statements and upload batches]
 - the identification of staff with authorisation/signatory responsibilities [e.g. The Principal and School Council delegate for the authorisation of payments]
 - the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts
 - the allocation and security of personal identification number (PIN) information or software authorisation tokens
 - the setting up of payee details in CASES21
 - the authorisation of transfer of funds from the official account to payee accounts

- alternative procedures for processing, using the direct deposit facility, for periods of Business Manager’s and Principal leave of absence.

Communication

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes for all staff who are involved in funds management

Further information and resources

- Finance Manual for Victorian Government Schools
 - [Section 3 Risk Management](#)
 - [Section 4 Internal Controls](#)
 - [Section 10 Receivables Management and Cash Handling](#)
 Available from: [Finance Manual — Financial Management for Schools](#)
- [Schools Electronic Funds Management Guidelines](#)
- CASES21 Finance Business Process Guide
 - [Section 1: Families](#)
- [Internal Controls for Victorian Government Schools](#)
- [ICT Security Policy](#)
- [Public Records Office Victoria](#)

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FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To ensure the school community understands our school’s approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school’s:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department’s operational guidance for first aid management relating to COVID-19.

POLICY

From time to time East Doncaster Secondary College staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that East Doncaster Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

East Doncaster Secondary College will maintain:

- A major first aid kit which will be stored at the Health Centre.
- 22 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - Health Centre
 - Stadium
 - Performing Arts Centre
 - Science
 - Art
 - Wood Technology
 - Food Technology

The school nurse will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Health Centre and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Health Centre

Our school follows the Department's policy and guidance in relation to our Health Centre to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.

- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Health Centre staff at East Doncaster Secondary College will notify parents/carers by email or phone call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, East Doncaster Secondary College will:
 - record the provision of first aid treatment on Cases21
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- [Administration of Medication Policy](#)
- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- [Health Care Needs Policy](#)

POLICY REVIEW AND APPROVAL

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FUNDRAISING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To provide parents/carers and other members of our school community with an overview of East Doncaster Secondary College’s approach to fundraising.

POLICY

Fundraising is an important way for East Doncaster Secondary College to raise money so that it can deliver additional learning opportunities and improve school amenities.

School staff, members of the school community or Parents and Friends Association may want to undertake fundraising activities for East Doncaster Secondary College.

East Doncaster Secondary College encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related fundraising events or activities for the upcoming year. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

In deciding whether or not to approve particular fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department’s *Finance Manual for Victorian Government Schools*.

All money raised for the school through fundraising, unless legally otherwise provided for, will be held on trust by the School Council for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

East Doncaster Secondary College may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training

- Included in staff handbook/manual
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual – Financial Management for Schools](#)
- [Fundraising Act 1998](#)

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HIRE OF FACILITIES

East Doncaster Secondary College

Hire and Licence of School Facilities – Community Information

East Doncaster Secondary College has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- Performing Arts Centre
- Classrooms
- John Landy Centre
- Sport Stadium, multi-purpose field, undercover basketball courts, tennis courts

East Doncaster Secondary College school council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

The process at East Doncaster Secondary College for applying to hire or licence school facilities is:

- Call the office to discuss
- Send an email with details
- Complete a hire enquiry on the website

and you will need to enter into a written agreement with the school council.

The agreement between you and the school council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);

- in most instances, to pay a hire or license fee for the use of the facilities;
- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement.

Please contact the school’s office on 9842 2244 to discuss your requirements or to obtain further information.

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HEALTH CARE NEEDS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To ensure that East Doncaster Secondary College provides appropriate support to students with health care needs.

OBJECTIVE

To explain to East Doncaster Secondary College parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with a health care need that may require support, monitoring or medication at school.

POLICY

This policy should be read with East Doncaster Secondary College’s *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at East Doncaster Secondary College who may need medical care or assistance, a Student Health Support Plan will be prepared by the school nurse or wellbeing staff in consultation with the student, their parents, carers and treating medical practitioners.

Student Health Support plans help our school to assist students with:

- routine health care support needs, such as supervision or provision of medication
- personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment

- emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management.

Students with complex medical care needs, for example, tracheostomy care, seizure management or tube feeding, must have a Student Health Support Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs.

At enrolment or when a health care need is identified, parents/carers should provide accurate information about the student's condition or health care needs, ideally documented by the student's treating medical/health care practitioner on a Medical Advice Form (or relevant equivalent).

East Doncaster Secondary College may invite parents and carers to attend a Student Support Group meeting to discuss the contents of a student's Health Support Plan and assistance that the student may need at school or during school activities.

Where necessary, East Doncaster Secondary College may also request consent from parents and carers to consult with a student's medical practitioners, to assist in preparing the plan and ensure that appropriate staff understand the student's needs. Consultation with the student's medical practitioner will not occur without parent/carer consent unless required or authorised by law.

Student Health Support Plans will be reviewed:

- when updated information is received from the student's medical practitioner
- when the school, student or parents and carers have concerns with the support being provided to the student
- if there are changes to the support being provided to the student, or
- on an annual basis.

Management of confidential medical information

Confidential medical information provided to East Doncaster Secondary College to support a student will be:

- recorded on the student's file
- shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Care Supports](#)
 - [Child and Family Violence Information Sharing Schemes](#)
 - [Privacy and Information Sharing](#)
- [Administration of Medication policy](#)

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HOMEWORK POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To outline to our school community the Department’s and East Doncaster Secondary College’s policy requirements relating to homework.

SCOPE

This policy applies to students in all year levels and staff responsible for setting and monitoring homework at East Doncaster Secondary College.

RATIONALE

East Doncaster Secondary College has developed this Homework Policy in consultation with the School Council to support student learning and wellbeing by:

- providing opportunities for students to review, revise and reinforce newly acquired skills
- providing opportunities for students to apply new knowledge
- providing opportunities for students to prepare for future lessons
- encouraging students to enrich or extend knowledge individually, collectively and imaginatively
- fostering good lifelong learning and study habits
- supporting learning partnerships with parents/carers.

DEFINITIONS

Homework is tasks assigned to students by teachers that are meant to be carried out during non-school hours.

POLICY

At East Doncaster Secondary College all homework set by teachers will be:

- purposeful
- curriculum-aligned
- appropriate to students’ skill level and age

- designed to help students develop as independent learners
- monitored by the teacher
- where appropriate, provide opportunities for parents/carers to partner in their child's learning.

The types of homework that teachers at East Doncaster Secondary College will include are:

- completing consolidation exercises for mathematics
- completing science investigation exercises
- making or designing an artwork
- practising and playing musical instruments
- practising spelling words
- practising sports skills
- practising words/phrases learnt in a language other than English
- reading background material for a subject
- reading English texts prior to class discussion
- reading for pleasure
- researching topics associated with set class work
- revising/preparing for tests
- applying new skills to home context such as:
 - planning and cooking food, including following a recipe
 - helping to plan a day trip or holiday, including timings, directions and costs
 - growing plants
 - reviewing their favourite film or book
 - writing a diary entry
- engaging with parents in learning activities such as:
 - rehearsing a presentation with parent/carers, and seeking their feedback
 - interviewing a family member as part of a research project.

SHARED EXPECTATIONS AND RESPONSIBILITIES

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

Responsibilities and expectations for **leaders at East Doncaster Secondary College** are to:

- advise teachers, students and parents/carers of homework expectations at the beginning of the school year and provide them with access to the homework policy.

Responsibilities and expectations for **teachers at East Doncaster Secondary College** are to:

- set homework that is curriculum-aligned and appropriate to the student's skill level and age
- ensure homework tasks are purposeful – this means they are deliberately designed and planned to support student learning (so, they are not 'busy work' or where students 'finish off' work they did/could not complete in class)
- assess homework and provide timely and practical feedback
- ensure the amount of homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours
- offer opportunities for families to engage in their children's learning.

Responsibilities and expectations for **students** are:

- being aware of the school's homework policy
- discussing homework expectations with their parents/carers

- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment (for older students).

Responsibilities and expectations for **parents/carers** are:

- ensuring there is a balance between the time spent on homework and recreational, family and cultural activities
- talking to teachers about any concerns they have about the homework
- discussing homework with their child in their first language, if English is not the main language spoken at home,
- in dialogue, linking homework to:
 - previous experiences the child and/or parent/carer may have had
 - family culture(s), history(ies) and language(s)
 - relevant services, clubs, associations and community.
- ensuring there is a quiet study area for their child to complete homework.

SUPPORT FOR STUDENTS AND PARENTS/CARERS

East Doncaster Secondary College understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If parents/carers are concerned their child may not understand the homework tasks that have been set or is spending a long period of time completing their homework, we encourage parents/carers to speak to their child’s teacher.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school’s website
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Discussed at student forums
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Homework – Department Policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

INCLUSION AND DIVERSITY POLICY

(includes Equal Opportunity and Sexual Harassment)



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception – (03) 9842 2244

PURPOSE

The purpose of this policy is to explain East Doncaster Secondary College's commitment to making sure every member of our school community, regardless of their background or personal attributes, is treated with respect and dignity. This policy should be read alongside the following Department of Education and Training policies:

- [Equal Opportunity and Human Rights - Students](#)
- For staff, the [Respectful Workplaces](#) policies (including [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#)) as these whole of Department policies apply to all staff at East Doncaster Secondary College.

POLICY

Definitions

Personal attribute: a personal characteristic that is protected by State or Commonwealth anti-discrimination legislation. These include race, disability, sex, sexual orientation, gender identity, religious belief or activity, political belief or activity, age, intersex status, physical features, pregnancy, carer and parental status, breastfeeding, marital or relationship status, lawful sexual activity, employment activity, industrial activity, expunged homosexual conviction or personal association with anyone who is identified with reference to any protected attribute.

Direct discrimination: unfavourable treatment because of a person's protected attribute.

Indirect discrimination: imposing an unreasonable requirement, condition or practice that disadvantages a person or group of people with a protected attribute.

Sexual harassment: unwelcome conduct of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated, or intimidated. It may be physical, verbal, visual or written.

Disability harassment: an action taken in relation to the person's disability that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate, or distress the person.

Vilification: conduct that incites hatred towards or revulsion or severe ridicule of a person or group of people on the basis of their race or religion.

Victimisation: subjecting a person or threatening to subject them to detrimental treatment because they (or their associate) has made an allegation of discrimination or harassment on the basis of a protected attribute (or asserted their rights under relevant policies or law).

Inclusion and diversity

East Doncaster Secondary College strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff.

At East Doncaster Secondary College we strive to develop passionate learners who are critical thinkers with the confidence and capability to engage in the global community. We want students to experience a sense of achievement and growth in their academic, personal, social and emotional development. We continue to increase student access to decision-making and self-regulation as learners, improving their capacity to be contributing community and global citizens. We have high expectations that our students will commit to being supportive of each other as they strive for success as learners.

East Doncaster Secondary College is committed to creating a school community where all members of our school community are welcomed, accepted and treated equitably and with respect regardless of their backgrounds or personal attributes such as race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.

East Doncaster Secondary College acknowledges and celebrates the diversity of backgrounds and experiences in our school community, and we will not tolerate behaviours, language or practices that label, stereotype or demean others. At East Doncaster Secondary College, we value the human rights of every student and we take our obligations under anti-discrimination laws and the Charter of Human Rights and Responsibilities seriously.

East Doncaster Secondary College will:

- Actively nurture and promote a culture where everyone is treated with respect and dignity
- ensure that students are not discriminated against (directly or indirectly) and where necessary, are reasonably accommodated to participate in their education and school activities (e.g. schools sports, concerts, formals, presentation night and awards ceremonies, on the same basis as their peers
- acknowledge and respond to the diverse needs, identities and strengths of all students
- encourage empathy and fairness towards others
- challenge stereotypes that promote prejudicial and biased behaviours and practices
- contribute to positive learning, engagement and wellbeing outcomes for students
- respond to complaints and allegations appropriately and ensure that students are not victimised.
- treat each other with respect and expect acceptance from all members of the school community
- believe that our students should be able to express their views and to participate in decision making about their educational environment
- support and encourage all students to do their best and to celebrate their achievements.

Bullying, unlawful discrimination, harassment, vilification and other forms of inappropriate behaviour targeting individuals or groups because of their personal attributes will not be tolerated at East Doncaster Secondary College. We will take appropriate measures, consistent with our Student Wellbeing and Engagement and Bullying policies to respond to students who demonstrate these behaviours at our school.

Students who may have experienced or witnessed this type of behaviour are encouraged to speak up and to let their teachers, parents or carers know about those behaviours to ensure that inappropriate behaviour can be addressed.

East Doncaster Secondary Students demonstrate respect for the rights of others, including the right to learn. They will contribute to an engaging educational experience for themselves and other students which is free from bullying and harassment.

Reasonable adjustments for students with disabilities

East Doncaster Secondary College also understands that it has a legal obligation to make reasonable

adjustments to accommodate students with disabilities. A reasonable adjustment is a measure or action taken to assist students with disabilities to participate in their education on the same basis as their peers. Reasonable adjustments will be made for students with disabilities in consultation with the student, their parents or carers, their teachers and if appropriate, their treating practitioners. Our school may consult through Student Support Group processes and in other less formal ways. For more information about support available for students with disabilities and communicating with us in relation to a student’s disability, please refer to our school’s Student Wellbeing and Engagement Policy or contact Assistant Principal, Cameron Campbell on 9842 2244 for further information.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at student forums
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

[Student Wellbeing and Engagement](#), [Statement of Values](#) and [Bullying Prevention](#) policies

For staff, please see the Department’s [Equal Opportunity and Anti-Discrimination Policy](#), [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#) which apply to all staff working at our school.

Other relevant Department policies and resources on the Department’s Policy and Advisory Library are:

- [Equal Opportunity and Human Rights - Students](#)
- [Students with Disability](#)
- [Koorie Education](#)
- [Teaching Aboriginal and Torres Strait Islander Culture](#)
- [Safe Schools](#)
- [Supports and Services](#)
- [Program for Students with Disabilities](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

MATURE MINORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To explain to members of our school community the circumstances in which East Doncaster Secondary College may decide to treat a student as a mature minor to enable them to independently make decisions about their education, health and welfare.

SCOPE

This policy may be applied to some or all decisions involving a student's education, health and welfare.

POLICY

East Doncaster Secondary College will ordinarily engage with a student's parents/carers about a student's education and welfare unless the Principal (or their nominee) decides it is not in the best interests of the student to do so.

The Principal (or their nominee) is responsible for determining whether a student is a mature minor for the purpose of making a particular decision about their education or welfare. A student may be treated as a mature minor for some decisions and not for others. The Principal (or their nominee) will decide whether a student should be treated as a mature minor on a case by case basis and may consult with school staff including school leadership team, year level coordinators, wellbeing staff and Student Support Services where appropriate.

When assessing whether a student should be treated as a mature minor for the purposes of a particular decision, the Principal (or their nominee) will consider:

- the best interests of the student
- the student's age, maturity level, understanding of the issues and consequences associated with the decision
- their living arrangements (independence)
- the student's academic results, attendance and engagement at school.

The Principal must be satisfied that the student has sufficient maturity, understanding and intelligence to comprehend the nature and effect of the particular decision.

Students who would like more information about the Department's *Mature Minors* policy, and how it might apply to them should contact our Assistant Principal Cameron Campbell.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Staff induction processes
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library: [Mature Minors and Decision Making](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

MOBILE PHONES POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To explain to our school community the Department’s and East Doncaster Secondary College’s policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

- All students at East Doncaster Secondary College and,
- Students’ personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. *For the purpose of this policy, “mobile phone” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.*

POLICY

East Doncaster Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At East Doncaster Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school’s office.
- Students who become unwell during the day must not use a mobile phone to contact their parent/guardian to collect them. Students should follow the correct procedure of reporting to the General Office where necessary arrangements will be made.

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at East Doncaster Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at East Doncaster Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that East Doncaster Secondary College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the East Doncaster Secondary College's Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, East Doncaster Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At East Doncaster Secondary College students are required to store their phones in their lockers upon arrival to the College.

Enforcement

Students who use their personal mobile phones inappropriately at East Doncaster Secondary College may be issued with consequences consistent with our school's existing student engagement policies ([Student Wellbeing and Engagement Policy](#), Code of Conduct policy and [Bullying Prevention Policy](#)).

At East Doncaster Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

The following consequences for breach of school rules relating to mobile phones [and other personal mobile devices] are:

In the classroom:

1. If a student brings a mobile phone or personal mobile device to class, teachers will remind the student of the policy for usage of Mobile Devices and ask the student to return the mobile device to their locker. A chronicle report will be lodged by the teacher.
2. If this behaviour is repeated, the teacher will advise the Year Level Coordinators who will issue consequences for multiple breaches of this policy and make contact with parents.
3. Any further breaches of the policy will result in a Principal class member confiscating the phone and/or device. A Parent conference will be required to return the phone or device and to discuss the behaviours of the student.
4. Repeated breaches of this policy will lead to a range of consequences, including detention and possible suspension from the College, as determined by the Principal.

In the School Yard:

1. If a student is using a mobile phone or personal mobile device in the school yard during school
2. hours, staff will remind the student of the policy for usage of Mobile Devices and ask the student to return the mobile device to their locker. A chronicle report will be lodged by the staff member.
3. Chronicle reports for breach of this policy will be monitored by the Year Level Coordination and College leadership.
4. If this behaviour persists, the Year Level Coordinators will issue consequences for multiple breaches of this policy and make contact with parents.
5. Any further breaches of the policy will result in a Principal class member confiscating the phone and/or device. A Parent conference will be required to return the phone or device and to discuss the behaviours of the student.
6. Repeated breaches of this policy will lead to a range of consequences, including detention and possible suspension from the College, as determined by the Principal.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

| Specific exception | Documentation |
|--|---|
| For specific learning activities (class-based exception) | Unit of work, learning sequence |
| For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty | Individual Learning Plan, Individual Education Plan |

2. Health and wellbeing-related exceptions

| Specific exception | Documentation |
|----------------------------------|-----------------------------|
| Students with a health condition | Student Health Support Plan |
| Students who are Young Carers | A localised student record |

3. Exceptions related to managing risk when students are offsite

| Specific exception | Documentation |
|-----------------------------------|--|
| Travelling to and from excursions | Risk assessment planning documentation |
| Students on excursions and camps | Risk assessment planning documentation |

| | |
|---|--|
| When students are offsite (not on school grounds) and unsupervised with parental permission | Risk assessment planning documentation |
| Students with a dual enrolment or who need to undertake intercampus travel | Risk assessment planning documentation |

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

East Doncaster Secondary College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to

- Out-of-school-hours events (unless otherwise communicated)
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement](#)
- [Code of Conduct](#)
- [Personal Property](#)
- [Bullying Prevention](#)
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

PARENT DISPUTES POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

The purpose of this policy is to explain to the East Doncaster Secondary College community how our school will approach disputes that may arise between parents in relation to decisions about a student's education.

SCOPE

East Doncaster Secondary College acknowledges and welcomes all family structures and parenting arrangements, including single parents, step-parents, same-sex parents, co-parents and informal carers. We also recognise that parents and carers play an invaluable role in a child's learning and wellbeing by being actively involved in school life.

While acknowledging that a range of people may be involved in providing care for students at our school, this policy only relates to disputes between a student's parents or persons with parental responsibility under a court order.

Informal carers

East Doncaster Secondary College understands that there may be families in our school community where students are being cared for by a relative or other adult, rather than their parents.

In these circumstances, in order to allow these carers to work with East Doncaster Secondary College and make decisions about the student's education, we may ask carers to complete an Informal Carer Statutory Declaration Form. This is a written statement that sets out the care arrangements for the child.

Generally, an informal carer who has provided the school with a completed Informal Carer Statutory Declaration may make school-based decisions for the student and may access school information ordinarily provided to a parent.

POLICY

Decision-making and parental responsibility

Parental responsibility is defined as all of the duties, powers, responsibilities and authority, which, by law, parents have in relation to their children. Each parent of a child under 18 years of age has parental responsibility for his or her child unless this responsibility is varied by a court order or parenting plan.

When a decision relates to a major long-term issue for a student, East Doncaster Secondary College will generally seek to approach both parents, or those who have parental responsibility, in relation to that decision (where those parents are known to and are in contact with the school).

For day-to-day decisions, East Doncaster Secondary College will generally approach the person with whom the student is living with or residing with on that day.

Parents can find more guidance on how the school will manage decision making for students in the Department's policy on '[Decision Making Responsibilities for Students](#)'.

Family Law Act Orders and Care Arrangements

Parents are responsible for providing East Doncaster Secondary College with up-to-date information and documentation relating to:

- Family Law Act Orders
- parenting plans
- informal arrangements that are in place in respect of students our school

It is not the responsibility of school staff to monitor or to enforce Family Law Act Orders (or other parenting or care arrangements) for students.

Intervention Orders

East Doncaster Secondary College understands that some families may have Family Violence Intervention Orders in place.

Parents are responsible for providing East Doncaster Secondary College with up to date information and documentation relating to Intervention Orders and should contact our Assistant Principal Cameron Campbell to discuss how staff can best support students in these circumstances. Should your Intervention Order be changed or varied, it is important that you inform our Assistant Principal Cameron Campbell and provide any updated documentation.

Department policy states that breaches of Intervention Orders should be reported to Victoria Police.

Enrolment and transfer

If parents who have equal shared parental responsibility disagree on the decision to enrol a student, East Doncaster Secondary College may:

- defer admission and request that parents resolve their dispute and reach an agreement, or
- if failure to enrol the child or young person is likely to have an adverse effect on their education and wellbeing, East Doncaster Secondary College may conditionally enrol the student and encourage the parents to resolve their dispute and reach agreement.

Collection

East Doncaster Secondary College understands that Family Law Act Orders or parenting plans will often include arrangements about which parent is to spend time with the children, and when.

Generally, providing that both parents have shared parental responsibility, parents can collect their children from school. Whilst East Doncaster Secondary College encourages parents to abide by Family Law Act Orders, school staff are not responsible for enforcing them.

If a dispute between parents over the collection of a student happens at East Doncaster Secondary College, generally, we will:

- encourage the parents to resolve their dispute away from school
- encourage to parents to ensure the child's attendance at school is not compromised as a result of the dispute over collection
- where appropriate, move the student to a safe place away from the dispute
- ask the disputing parties to leave the school grounds if the dispute is causing disruption or concern to the child or any other members of the school community
- if the dispute cannot be resolved, East Doncaster Secondary College may contact Victoria Police and/or Child Protection.

Visits during school hours

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than during usual school pick up and drop off times, are required to sign in as a visitor at the school office.

Requests for information

Parents are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by

issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place
EAST MELBOURNE VIC 3002
03 9637 3134
foi@education.vic.gov.au

Managing disputes

Whenever faced with a dispute between persons who are responsible for decision-making in relation to a child, staff at East Doncaster Secondary College will seek to:

- avoid becoming involved
- avoid attempting to determine the dispute
- act neutrally and not adopt sides
- act in the best interests of the student involved
- act in the best interests of the school community

East Doncaster Secondary College encourages parents and carers to seek the assistance of the Family Relationship Centre or obtain independent legal advice if they are unable to reach an agreement about important decisions.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department’s Policy Advisory Library:
 - [Decision Making Responsibilities for Students](#)
 - [Requests for Information About Students](#)
 - [Intervention Orders](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
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| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

PERSONAL ACCIDENT AND PERSONAL PROPERTY INSURANCE

The Department of Education and Training and East Doncaster Secondary College do not have insurance for accidental injuries or accidental property damage. However, in some circumstances, medical or other expenses will be paid by the Department where it is assessed that it is likely, in all the circumstances, that the Department is liable for negligent acts or omissions of its staff or volunteers.

For more information about the Department’s public liability claims process, please see: [Negligence Claims Process](#).

East Doncaster Secondary College encourages parents and carers to consider obtaining their own accident insurance for students and property of value that may be brought to school. Please also note our school’s [Personal Property Policy](#).

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
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| Next scheduled review date | August 2025 |

PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To explain East Doncaster Secondary College’s policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

East Doncaster Secondary College understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. East Doncaster Secondary College does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

East Doncaster Secondary College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Any items confiscated from students are the responsibility of the staff member who took the items, and are to be returned to the student, to their parents or given to the Principal – whichever is deemed as the most appropriate.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Available publicly on our school’s website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- the Department’s Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
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| Next scheduled review date | August 2025 |

PETTY CASH POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

PURPOSE

To implement a petty cash process that complies with the Department’s policy requirements.

SCOPE

This policy applies to petty cash held by East Doncaster Secondary College that may be utilised by school staff for small purchases at the discretion of the Principal or petty cash custodian.

POLICY

East Doncaster Secondary College does not hold any funds as Petty Cash for the use of organisational expenditure.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Available publicly on our school’s website

FURTHER INFORMATION AND RESOURCES

- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management
- [Cash Handling resources](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
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PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception 9842 2244

PURPOSE

To explain to parents/carers:

- how East Doncaster Secondary College collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.

The policy does not cover the:

- use of Closed-Circuit Television (CCTV). The use of CCTV is covered in the department's CCTV in Schools Policy.
- use and disclosure of photographs, video and recordings of adults.

POLICY

There are many occasions during the school year where East Doncaster Secondary College staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc.

We do this for many reasons including to e.g. celebrate student participation and achievement, showcase learning programs, document a student's learning journey, camps, excursions and sports events and

communicate with our parents/carers and school community in newsletters. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that East Doncaster Secondary College has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

CONSENT

The Photographing, Filming and Recording Students Consent Form is provided by East Doncaster Secondary College at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. Schools will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can by contacting East Doncaster Secondary College via email east.doncaster.sc@education.vic.gov.au. If consent is withdrawn verbally, the school will make a written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

IMAGE USE WITHIN THE PHYSICAL SCHOOL ENVIRONMENT

East Doncaster Secondary College may photograph, film or record students to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

IMAGE USE WITHIN THE SCHOOL COMMUNITY

East Doncaster Secondary College may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools for example, emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords on Compass
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must

notify the school.

IMAGE USE BEYOND THE SCHOOL COMMUNITY

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website (including in the school newsletter which is publicly available on the website)
- In the school magazine
- on the school's social media accounts

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

MEDIA

The media, or the Department of Education's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When East Doncaster Secondary College receives such requests, our school will:

- provide parents/carers with information about the organisation involved and when and for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the department own or control any photographs, video or recordings of students taken by the media.

RESEARCH

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carer consent will be sought for student participation, including any photography or recording of students.

CLOSED CIRCUIT TELEVISION (CCTV)

Parent or carer consent is not required for a school to install CCTV. However, East Doncaster Secondary College will inform the school community of the intention to install a CCTV through a newsletter article and a statement on the school website. Our school's CCTV system is managed in accordance with the department's [CCTV Installation and Management Policy](#). Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

OTHER EXTERNAL COLLECTION, USE OR DISCLOSURE

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, East Doncaster Secondary College will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

OFFICIAL SCHOOL PHOTOGRAPHS

Each year East Doncaster Secondary College will arrange for a professional photographer to take official school photographs of students. This will generally involve both group photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes.

East Doncaster Secondary College will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the photographs.

Parents/carers who choose to opt out of having their child participate in official school photographs must contact an Assistant Principal via email or by phoning 9842 2244 before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken. However, the school will need to discuss with these parents/carers alternative arrangements for identifying students in emergencies and for other essential purposes.

IMAGES TO MANAGE STUDENT BEHAVIOUR OR FULFIL OUR SCHOOL'S LEGAL OBLIGATIONS, INCLUDING CHILD SAFETY

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
 - supporting students' social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

East Doncaster Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when East Doncaster Secondary College photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable and appropriate in the circumstances.

CHILD SAFE STANDARDS

East Doncaster Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety and Wellbeing Policy. If at any time a parent/carers or student has a concern about the use of any images they should contact an Assistant Principal via email or by phoning 9842 2244.

CURRICULUM-BASED ACTIVITIES

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. East Doncaster Secondary College does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

PROFESSIONAL DEVELOPMENT

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. East Doncaster Secondary College does not require or obtain consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

STORAGE OF IMAGES

Photographs, video and recordings of students taken by East Doncaster Secondary College will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

IMAGES TAKEN BY THE SCHOOL COMMUNITY

East Doncaster Secondary College endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities.

Neither the school nor the department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- On enrolment
- An annual reminder in our school's newsletter
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

RESPECT FOR SCHOOL STAFF POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception
9842 2244

PURPOSE

To ensure that members of our community understand East Doncaster Secondary College's expectations for appropriate interactions with school staff.

POLICY

Staff at East Doncaster Secondary College, including teachers, education support staff, office staff, the Assistant Principal/s and Principal are committed to providing a positive and supportive learning environment for all our students. Our staff take their work very seriously and feel privileged to be able to play an important role in each child's education.

Parents/carers and visitors to our school also have an important role to play in fostering a safe and inclusive environment for the entire school community.

Respectful behaviours within the school community

All staff at East Doncaster Secondary College have a right to a safe and supportive work environment, and we expect that parents/carers and visitors behave in an appropriate and respectful manner at all times.

The Department of Education and Training has outlined expectations on parent/carer behaviour within Victorian government school communities in the [Respectful Behaviours within the School Community Policy](#).

Unacceptable behaviours

When parents and carers engage in unacceptable behaviours against a staff member or another member of the school community, this can affect their health, safety and wellbeing.

Unacceptable behaviours include, but are not limited to:

- being violent or threatening violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- speaking or behaving in a rude, aggressive or threatening way, either in person, via email, social media, or over the telephone
- sending demanding, rude, confronting or threatening letters, emails or text messages
- discriminatory or derogatory comments
- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

At the Principal's discretion, unacceptable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action

The Principal may also seek support from Department of Education and Training staff when managing

unacceptable parent or carer behaviour.

Respectfully raising complaints

We welcome complaints from parents and carers if they are communicated in a respectful and constructive way. Complaints and concerns raised with us can help our school community by providing feedback to improve how our school operates.

When raising a complaint or concern with us, East Doncaster Secondary College expects all members of our community to act consistently with this policy, our *Statement of Values and School Philosophy* and the Department's [Respectful Behaviours within the School Community Policy](#).

For information on how to raise a complaint or concern with our school, refer to our East Doncaster Secondary College Parent Complaints Policy.

The [Family Engagement in Learning](#) is also a useful Department resource outlining how parents and carers can best engage with schools to provide feedback, suggestions and complaints.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff induction processes
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES and resources

Department of Education and Training policies and resources:

- [Work-Related Violence in Schools Policy](#)
- [Respectful Behaviours within the School Community Policy](#)
- [Family engagement in learning](#)

East Doncaster Secondary College policies:

- [Parent Complaints Policy](#)
- [Statement of Values](#) and [School Philosophy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

SCHOOL PURCHASING CARD POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception – (03) 9842 2244

Purpose

To provide guidelines and processes to support East Doncaster Secondary College School Council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with DET Policy and Guidelines.

Scope

This policy applies to East Doncaster Secondary College School Councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

Policy

The current government contract is for a VISA Corporate Card issued by the Westpac Bank.

East Doncaster Secondary College will ensure the following are present and regularly reviewed and maintained:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- School Council reporting procedures to implement and monitor the operation of the school purchasing card facility.

School Council

The Principal and Business Manager are required to complete the Schools Purchasing Card online module available on LearnEd prior to establishing a facility at their school. New cardholders should also complete the module, additional information can be requested by emailing schoolspurchasingcard@education.vic.gov.au.

East Doncaster Secondary College School Council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

School Council is responsible for monitoring of spending to ensure that the purchasing cards are being used in accordance with the Expenditure Management guidelines set out in Section 11 of the Finance Manual for Victorian Government Schools.

Authorisation officer

East Doncaster Secondary College's Principal will be the Authorisation Officer. Where the Principal is the Cardholder, the School Council President must be the Authorisation Officer for that card.

As the Authorisation Officer, the Principal/School Council President is responsible for:

- ensuring cardholders complete the School Purchasing Card online module
- ensuring they complete an *Undertaking by Cardholder* form
- approving expenditure
- monitoring transactions, statements and reports

The Authorisation Officer must ensure all processes and procedures comply with Department requirements and this policy.

The Authorisation Officer will terminate or deactivate cards when no longer needed.

Cardholder

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.

Cardholders should complete the School Purchasing Card online module.

Cardholders must be Department employees who have been approved by the School Council.

The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.

Cardholders must not allow any unauthorised persons to use the Purchasing Card.

The Cardholder will be held personally liable for any unauthorised use of the Purchasing Card, unless the unauthorised use is the result of the Purchasing Card being lost or stolen, or the result of fraud on the part of a third party.

Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer.

The Cardholder is responsible for providing all receipts, to reconcile a monthly statement.

Communication

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who are involved with, or responsible for, a school purchasing card

Further information and resources

On the Department's Policy and Advisory Library: [PAL Finance Manual – Financial Management in Schools](#)

- [Section 11 – Expenditure Management](#), Purchasing Card 11.7 [School Purchasing Card resources, located on the Resources tab under the Banking sub-heading](#)
- PAL [Procurement – Schools Policy](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

STUDENT DRIVERS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception – 9842 2244

PURPOSE

This policy sets out our school's approach to students driving to and from school and school events. Our school recognises the need for the whole community to make efforts to minimise the risks associated with young drivers and to encourage responsible driving behaviours for students.

SCOPE

This policy applies to all students at East Doncaster Secondary College who have a valid driver's licence.

POLICY

Our school recognises that some students will turn 18 and obtain a driver's licence while they are still attending school. Some of these students will want to drive to and from school. East Doncaster Secondary College expects that all student drivers will adhere to the conditions of their licence and the road rules and will drive in a safe and responsible manner. If the school becomes aware that a student driver has driven in an unsafe or irresponsible manner, police will be notified.

Students are not permitted to drive themselves to and from camps, excursions or other school activities unless previously arranged and agreed in consultation with the school Principal, and only in exceptional circumstances or in circumstances where all students are required to make their own way to the event. Consistent with Victoria's Graduated Licensing System conditions, students are permitted to drive only one

peer passenger (aged 16-22), unless the passengers are siblings of the driver.

Students are not permitted to use their car during the school day unless it is for an approved reason such as an unavoidable medical appointment. A certificate of attendance at the appointment is required. Students must park only in the authorised parking locations in surrounding streets or in the lower stadium carpark and must adhere to all council parking restrictions.

If students act in breach of this policy, parents/carers will be notified and appropriate student sanctions will apply.

East Doncaster Secondary College takes no responsibility for damage to vehicles parked in the student car park and parking is at the vehicle owner's own risk.

Implementation

Students who wish to drive their own cars to the College must apply for a parking permit, even though they may be parking in local streets adjacent to the College. The College has a responsibility to the local community to ensure that students play their part in ensuring that the neighbourhood adjacent to the College is a safe area for all users. The parking permit reinforces this policy and must be signed by a parent/guardian and the student driver.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at student assemblies as required
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's teaching and learning resource:

- [Traffic Safety](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | May 2023 |
| Consultation | School Council – 10 May 2023 School Community 12 May 2023 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 10 May 2023 School Council – 10 May 2023 |
| Endorsed on | 10 May 2023 |
| Next scheduled review date | August 2025 |

STUDENT ACHIEVEMENT SCHOLARSHIP POLICY

Local policy to East Doncaster Secondary College only – to be reviewed annually



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception – 9842 2244

Rationale

The college has as its primary aim to provide opportunities and encouragement for all students to

become thinking, articulate and enriched people able to contribute to society. Students are encouraged to participate in activities which extend their involvement in the curriculum and co-curricular program.

Guidelines

In most cases, student activities beyond the classroom will be self-funded. A Student Achievement Scholarship of student activities may awarded when one or more the following criteria are met:

- the student is directly representing the college
- the activity is a continuation of their involvement in a school activity
- in the case of sport, the event should be a V.S.S.A. sponsored activity
- the student is participating/competing at an elite level such as in state or national teams.

The amount offered to students as a Student Achievement Scholarship for national competitions is \$200 and \$400 for international competitions.

We adhere to the Parent Payments Policy Financial Transaction Guide which states:

Schools may support students in purchasing educational items to own (e.g. laptops or textbooks) or accessing Extra-Curricular Items and Activities (e.g. optional camps or excursions). Scholarships and awards can be established and provided to support families with the costs of these items or activities.

Schools should not offer financial help, including awards and scholarships, towards the payment of Curriculum Contributions or Other Contributions, to avoid the implication that payment is expected. Any awards or scholarships that are owned or distributed by a school must not provide parents with funds that can only be used for Curriculum Contributions or Other Contributions.

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

STUDENT WELLBEING AND ENGAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Reception 9842 2244

PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing a safe and supportive learning environment for students

- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school's policies and procedures for responding to inappropriate student behaviour.

East Doncaster Secondary College is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

SCOPE

This policy applies to all school activities, including camps and excursions.

CONTENTS

1. School profile
2. School values, philosophy and vision
3. Wellbeing and engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations and management
7. Engaging with families
8. Evaluation

POLICY

1. School profile

At East Doncaster Secondary College, we have a strong tradition of academic excellence and we aim to promote and sustain a reflective learning culture. We want students to experience a sense of achievement and growth in their academic, personal, social and emotional development. We have high expectations of our students' commitment to being mutually supportive and striving for success as learners. We are a multicultural community with a student population from more than 43 nationalities including a number of International Students and a high percentage of our schools speak a language other than English at home.

Our students are vibrant, energetic, and talented young people. East Doncaster Secondary College life is full of opportunities, with a rich and varied range of co-curricular activities particularly in sport, music, debating, lunchtime clubs, school productions, student leadership, and access to academic competitions. There are many student leadership opportunities, and we aim to continue to increase student access to decision-making and self-determination as learners. There are further opportunities to develop personal goals and relationships, which are supported and facilitated with numerous camps and international experiences. Along with the standard Victorian curriculum, East Doncaster Secondary College provides Health and Personal Development, Sport, Music and Drama as compulsory studies across Years 7 to 9. For some senior students in years 10- 12, the alternative pathway option of VCE Vocational Major (VCE VM) now provides access to a wide range of Vocational Education and Training (VET) studies to maximise the opportunities of success for all students.

2. School values, philosophy and vision

College Purpose & Philosophy

At East Doncaster Secondary College we have a strong tradition of academic excellence, and we aim to promote and sustain a reflective learning culture. We want students to experience a sense of achievement and growth in their academic, personal, social, and emotional development. We have high expectations of our students' commitment to being mutually supportive and striving for success as learners. We are proudly multicultural with a student population from 43 nationalities including a number of International Students 68% of our students speak a language other than English at home.

A student's life at school is full of opportunities, being rich and varied with a range of co-curricular activities in music, sport, productions, debating, clubs as well as camps and international experiences for the educational and personal development of students. Our students are vibrant, energetic, and talented young people. There are many student leadership opportunities, and we aim to continue to increase student access to decision-making and self-determination as learners.

We endeavour to create a "Culture of Curiosity" with goals of ensuring learning improvement for every student – every student, every period, every day. Care and Compassion, Curiosity, Excellence, Fairness, Resilience, Respect and Teamwork are the core values that underpin the culture of our school as we embrace the challenges of 21st Century learning. We aim to sustain a learning culture that provides every student with a sense of achievement and of being their best in their academic, personal, social and emotional development.

College Vision for the Future

It is our intention through being explicit in the use of aspirational language as we strive to embed the concepts of reflective practice and teaching the "whole child" into every element of school life so that this philosophy permeates every classroom for every student every period of every day.

Having capacity within each classroom to adapt practices that enable each student, regardless of background, to access the learning and maximise their development requires us to commit to being a highly collaborative, improvement focused teaching force. It requires us to take collective as well as individual responsibility for student development; and also enables us equally to draw satisfaction and celebrate our collective successes as a community.

They can be encapsulated under the East Doncaster Secondary College "Educating the Whole Child" model.

Our **Statement of Values** is available online at: https://www.eastdonsc.vic.edu.au/our_school/school-values

3. Wellbeing and engagement strategies

East Doncaster Secondary College has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

Universal

- high and consistent expectations of all staff, students and parents and carers
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing. This includes the Respectful Relationships

program and restorative practices

- creating a culture that is inclusive, engaging and supportive and that embraces and celebrates diversity and empowers all students to participate and feel valued
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- deliver a broad curriculum including VET programs, VCE and VCAL to ensure that students are able to choose subjects and programs that are tailored to their interests, strengths and aspirations
- teachers at East Doncaster Secondary College use an instructional model to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons
- teachers at East Doncaster Secondary College adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching
- our school's Statement of Values and School Philosophy are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Council and other forums including year group meetings and Peer Support Groups. Students are also encouraged to speak with their teachers, Year Level Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through school plays, athletics, music programs and peer support programs
- all students are welcome to self-refer to the Student Wellbeing Coordinators, Mental Health Practitioner, Year Level Coordinators, Assistant Principal and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
 - [Respectful Relationships](#)
 - [Anti-bullying \(Brainstorm\)](#)
 - [BullyStoppers](#)
 - [Safe Schools](#)
- programs, incursions and excursions developed to address issue specific needs or behaviour (i.e. anger management programs)
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- buddy programs, peers support programs
- measures are in place to empower our school community to identify, report and address inappropriate and harmful behaviours such as racism, homophobia and other forms of discrimination or harassment.

Targeted

- Year Level Coordinators monitor the health and wellbeing of students in their allocated year level, and act as a point of contact for students who may need additional support. Koorie students are supported to engage fully in their education, in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture
- our English as an Additional Language and cultural and linguistically diverse students are supported through our EAL and LOTE programs, and all are supported to feel safe and included within our school.
- we support learning and wellbeing outcomes of students from refugee backgrounds.
- we provide a positive and respectful learning environment for our students who identify as LGBTIQ+ and follow the Department's policy on [LGBTIQ Student Support](#)
- all students in Out of Home Care are supported in accordance with the Department's policy on [Supporting Students in Out-of-Home Care](#) including being appointed a Learning Mentor, having an Individual Education Plan (IEP) and a Student Support Group (SSG) and are referred to Student Support Services for an Educational Needs Assessment where required.
- students with a disability are supported to be able to engage fully in their learning and school activities in accordance with the Department's policy on [Students with Disability](#), such as through reasonable adjustments to support access to learning programs, consultation with families and where required, student support groups and individual education plans
- wellbeing and health staff will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year
- staff will apply a trauma-informed approach to working with students who have experienced trauma
- students enrolled under the Department's international student program are supported in accordance with our legal obligations and Department policy and guidelines at: [International Student Program](#)
- all students from Year 10 and above will be assisted to develop a Career Action Plan, with targeted goals and support to plan for their future
- East Doncaster Secondary College assists students to plan their Year 10 work experience, supported by their Career Action Plan

Individual

- [Student Support Groups](#)
- [Individual Education Plans](#)
- [Behaviour - Students](#)
- [Behaviour Support Plans](#)
- [Student Support Services](#)

as well as to other Department programs and services such as:

- [Program for Students with Disabilities](#)
- [Mental health toolkit](#)
- [headspace](#)
- [Navigator](#)
- [LOOKOUT](#)

East Doncaster Secondary College implements a range of strategies that support and promote individual engagement. These can include:

- building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances
- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plan and/or a Behaviour Support Plan
- considering if any environmental changes need to be made, for example changing the classroom set up
- referring the student to:
 - school-based wellbeing supports
 - Student Support Services
 - Appropriate external supports such as council-based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst
 - Re-engagement programs such as Navigator

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances and health and wellbeing
- collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student
- monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family
- engaging with our regional Koorie Education Support Officers
- running regular Student Support Group meetings for all students:
 - with a disability
 - in Out of Home Care
 - with other complex needs that require ongoing support and monitoring.

4. Identifying students in need of support

East Doncaster Secondary College is committed to providing the necessary support to ensure our students are supported intellectually, emotionally, and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. East Doncaster Secondary College will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers
- connecting students to re-engagement pathway programs including ReNew, Refresh, and The Pines Living & Learning Program.

5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school

environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, racism, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team. Further information about raising a complaint or concern is available in our Complaints Policy.

6. Student behavioural expectations and management

Behavioural expectations of students are grounded in our school's Statement of Values/Student code of conduct.

Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy. Bullying will be managed in accordance with our Bullying Prevention Policy.

When a student acts in breach of the behaviour standards of our school community, East Doncaster Secondary College will institute a staged response, consistent with the Department's policies on behaviour, discipline and student wellbeing and engagement. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Our school considers, explores and implement positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as detention, withdrawal of privileges or withdrawal from class.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- warning a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges

- referral to the Year Level Coordinator
- restorative practices
- detentions
- behaviour support and intervention meetings
- suspension
- expulsion

Suspension, expulsion, and restrictive interventions are measures of last resort and may only be used in situations consistent with Department policy, available at:

- <https://www2.education.vic.gov.au/pal/suspensions/policy>
- <https://www2.education.vic.gov.au/pal/expulsions/policy>
- <https://www2.education.vic.gov.au/pal/restraint-seclusion/policy>

In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training.

The Principal of East Doncaster Secondary College is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

Corporal punishment is prohibited by law and will not be used in any circumstance at our school.

7. Engaging with families

East Doncaster Secondary College values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups and developing individual plans for students.

8. Evaluation

East Doncaster Secondary College will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management

- CASES21, including attendance and absence data
- SOCS

East Doncaster Secondary College will also regularly monitor available data dashboards to ensure any wellbeing or engagement issues are acted upon in a timely manner and any intervention occurs as soon as possible.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes
- Compass parent portal
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Our school will also ensure it follows the mandatory parent/carer notification requirements with respect to suspensions and expulsions outlined in the Department’s policies at:

- [Suspension process](#)
- [Expulsions - Decision](#)

FURTHER INFORMATION AND RESOURCES

The following Department of Education and Training policies are relevant to this Student Engagement and Wellbeing Policy:

- [Attendance](#)
- [Student Engagement](#)
- [Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care](#)
- [Students with Disability](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)
- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

The following school policies are also relevant to this Student Wellbeing and Engagement Policy:

- [Child Safety Policy](#)
- [Bullying Prevention Policy](#)
- [Inclusion and Diversity Policy](#)
- [Statement of Values](#) and [School Philosophy](#)

POLICY REVIEW AND APPROVAL

| | |
|--------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |

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| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

SUN PROTECTION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 9842 2244.

PURPOSE

The purpose of this policy is to support sun protection behaviours at East Doncaster Secondary College to minimise risk of health problems from sun overexposure, including skin cancer.

This policy provides guidelines to:

- support staff and students to use a combination of sun protection measures when UV index levels are 3 or above (generally mid-August to the end of April in Victoria)
- ensure that there are outdoor environments that provide adequate shade for students and staff
- ensure students are encouraged and supported to develop independent sun protection skills to help them to be responsible for their own protection
- support our school’s strategies to meet its duty of care and occupational health and safety obligations to minimise harmful UV exposure and associated harm for students and staff.

SCOPE

This policy applies to all school activities on and off-site, including camps and excursions. It is applicable to all students and staff.

POLICY

Overexposure to the sun’s ultraviolet (UV) radiation can cause health problems including sunburn, damage to skin and eyes, and an increased risk of skin cancer. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

UV radiation:

- cannot be seen or felt
- can be reflected off surfaces such as buildings, asphalt, concrete, water, sand and snow
- can pass through light clouds
- varies in intensity across the day and the year (highest from mid-August to the end of April in Victoria)
- peaks during school hours.

Sun safety is a shared responsibility and staff, parents and students are encouraged to implement a combination of sun protection measures whenever UV levels reach 3 or above. Information about the daily local sun protection times is available via the free SunSmart app, or at sunsmart.com.au or bom.gov.au.

East Doncaster Secondary College has the following measures in place for all outdoor activities during the daily sun protection times to help reduce the risk of over-exposure to UV radiation for staff and students.

Shade

East Doncaster Secondary College provides sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as:

- where students congregate for lunch
- the canteen
- outdoor lesson areas
- assembly areas
- sporting grounds/pools.

Students are encouraged to use available areas of shade when outdoors during peak sun protection times, particularly if they do not have appropriate hats or outdoor clothing.

When building works or grounds maintenance is conducted at East Doncaster Secondary College that may impact on the level of shade available to staff and students, a review of the shaded areas available will be conducted and further shading installed as appropriate.

Sun protective uniform/clothing

East Doncaster Secondary College's uniform or dress code includes sun-protective clothing, including:

- loose, cool, densely woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts, dresses and skirts

East Doncaster Secondary College's uniform or dress code applies on and off-site unless otherwise advised. When students are not required to wear school uniform (such as school camps, out of uniform day), East Doncaster Secondary College will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

Hats

As we are a secondary school, we expect students to take responsibility for their sun safety by wearing a hat during outdoor activities and adopting other sun protection measures such as wearing sunscreen or using shade.

Sunscreen

East Doncaster Secondary College encourages all staff and students to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen daily whenever UV levels reach 3 and above. Sunscreen should be applied at least 20 minutes before going outdoors, and reapplied every two hours (or more frequently if sweating or swimming).

East Doncaster Secondary College supplies SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen for staff and students to use and the location is communicated to all staff and students, so it is readily accessible and Students and staff are reminded and encouraged to bring their own SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen to school.

East Doncaster Secondary College has strategies in place to remind students to apply sunscreen before going outdoors, particularly during PE/Sport.

Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

At East Doncaster Secondary College, if students do not have their own sunscreen, they are welcome to attend the College Health Centre.

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to contact the College nurse to implement a plan to reduce the risk of a sunscreen reaction at school, such as

families sending their child to school with a suitable alternative sunscreen.

Sunglasses

Where practical, East Doncaster Secondary College encourages students and staff engaged in outdoor activities to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

Curriculum

Students at our school are encouraged to make healthy choices. They are supported to understand effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school. East Doncaster Secondary College will address sun protection and UV safety education as part of Middle School HPD lessons.

Staff role-modelling and OHS

Staff are encouraged to access resources, tools, and professional learning to enhance their knowledge and capacity to promote sun smart behaviour across the school community.

UV radiation exposure is considered as part of our school's risk management and assessment for all outdoor events and activities, i.e. UV radiation protection strategies are included in school camp activities, excursions, sports days and interschool sports events.

Families and visitors

Families and visitors participating in and attending outdoor school activities are encouraged to:

- wear a sun-protective hat, covering clothing and, if practical, sunglasses;
- apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen; and
- seek shade whenever possible when outdoors.

Community engagement

Sun protection behaviour is regularly reinforced and promoted to the whole school community through newsletters, school website/intranet, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.

Families, students and staff are provided with information, ideas and practical strategies to support UV safety at school and at home. East Doncaster Secondary College may provide information through newsletters, noticeboards, school website and school assemblies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed in student forums
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Sun and UV Protection Policy](#)
 - [Heat Health](#)
 - [Outdoor Activities and Working Outdoors](#)
 - [Risk Management – Schools](#)
 - [Shade Sails](#)
 - [Student Dress Code](#)

- [SunSmart](#) and Cancer Council Victoria.
 - [Primary schools](#) free education resources, sample policies and information about the free [SunSmart Schools Program](#).
 - [Secondary schools](#) free education resources and sample policies.
 - [Sunscreen reactions](#).
- The [Healthy Schools Achievement Program](#)'s Sun Protection health priority area

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception - 9842 2244.

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to East Doncaster Secondary College.

Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:30am to 4:30pm, and when the office is staffed to monitor/receive visitors at Reception, including parents, contractors, volunteers, presenters, program instructors, exam supervisors, student teachers, accompanists and casual relief staff. Outside of these times, our front office is not staffed, and this policy does not apply.

Definitions

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

Policy

East Doncaster Secondary College strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

East Doncaster Secondary College is not a public place. The Principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's [Statement of Values](#) and [School Philosophy](#), [Child Safety and Wellbeing Policy](#), [Child Safety Code of Conduct](#), [Volunteers Policy](#).

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to East Doncaster Secondary College are required to report to Reception on arrival (see exceptions below in relation to parents/carers). Visitors must :

- Record their name, who they are visiting and visit and purpose of visit on the Compass Kiosk.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's lanyard at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including [Child Safety Code of Conduct](#), [Respect for School Staff](#), [Statement of Values and School Philosophy](#) as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out at the Compass kiosk and return visitor's lanyard.

East Doncaster Secondary College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Working with Children Clearance and other suitability checks

All visitors who are engaged in child-related work (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required including references and proof of identity.

In some circumstances, visitors to East Doncaster Secondary College who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, East Doncaster Secondary College will require a valid WWC Clearance for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties

- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the Principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, East Doncaster Secondary College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, East Doncaster Secondary College will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion, speech and association
 - the values of openness and tolerance
 - respect for the range of views held by students and their families.

Parent visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

COMMUNICATION

This policy will be communicated to our school community in the following ways :

- Available publicly on our school’s website
- Included in induction processes for relevant staff
- Included in our staff handbook
- Discussed in staff briefings
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

East Doncaster Secondary College policies:

- [Statement of Values](#) and [School Philosophy](#), [Volunteers Policy](#), [Child Safety and Wellbeing policy](#), [Child Safety Code of Conduct](#)

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

VOLUNTEERS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception - 9842 2244.

Purpose

To outline the processes that East Doncaster Secondary College will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

Scope

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

Definitions

Child-connected work: work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person’s duties. It does not include work

that involves occasional contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work: School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the Principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Policy

East Doncaster Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. East Doncaster Secondary College recognises the importance of volunteers and the valuable contribution that volunteers provide to our school community.

The procedures set out below are designed to ensure that East Doncaster Secondary College's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact the Principal.

Suitability checks including Working with Children Clearances

Working with students

East Doncaster Secondary College values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/School Council/Parents and Friends Association and other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, East Doncaster Secondary College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that East Doncaster Secondary College is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to Reception for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.

- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity. **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not
- **Parents and Friends members** who regularly assist in school fundraising activities, regardless of whether their own child is participating or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, parents and friends association, club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

At East Doncaster Secondary College, volunteers for this type of work will still be required to provide a valid WWC Clearance and proof of ID.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the School Council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Clearance.

Training and induction

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, East Doncaster Secondary College may also require volunteers to complete additional child safety training.

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the Principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety and Wellbeing Policy, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The Principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The Principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at East Doncaster Secondary College.

Privacy and information-sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: [Child Safety Responding and Reporting Obligations Policy and Procedures](#)

Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to the Office Manager to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

Compensation

Personal injury

Volunteer workers are covered by the Department of Education and Training's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the Principal who will direct them to the Department's Legal Division.

Public liability insurance

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

COMMUNICATION

This policy will be communicated to our school community in the following ways :

- Available publicly on our school’s website
- Included in induction processes for relevant staff
- Included as a link in all invitations to prospective volunteers
- Included in our staff handbook
- Discussed in staff briefings
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

East Doncaster Secondary College policies and resources relevant to this policy include:

- [Statement of Values](#) and [School Philosophy](#)
- [Visitors Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures, Inclusion and Diversity Policy, East Doncaster Secondary College Child Safety Induction Pack](#)

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

POLICY REVIEW AND APPROVAL

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| Created date | August 2024 |
| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
| Endorsed by | Karen Boyle, Principal – 14 August 2024 School Council – 14 August 2024 |
| Endorsed on | 14 August 2024 |
| Next scheduled review date | August 2025 |

WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE

East Doncaster Secondary College

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, East Doncaster Secondary College maintains a register of all employees, volunteers and visitors (including contractors) Working with Children Clearance (WWCC) details, where they are required to have one under the *Worker Screening Act 2020* or under our school or department policies.

The register includes each person's:

- name
- clearance number
- expiry date
- date the check was last verified
- WWCC type: employee/volunteer

This procedure outlines how our school maintains this register. It also outlines the required process for entering WWCC and Victorian Institute of Teaching (VIT) registration information onto eduPay.

PROCEDURE

VIT registration and WWCC requirements

All employees of East Doncaster Secondary College employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Staff with VIT registration do **not** also require a WWCC.

All employees of East Doncaster Secondary College employed as education support staff or in roles that are non-teaching roles must have a current WWCC (unless they have VIT registration).

Employee VIT registration and WWCC details must be recorded in eduPay. Procedures for staff to enter VIT registration and WWCC details into eduPay are set out in the [Update Victorian Institute of Teaching and Working With Children Check card details](#) quick reference guide.

All volunteers and visitors (including contractors or staff placed through agencies/third parties) who are engaged in child-related work or are required to have a WWCC under our school's Volunteers or Visitors policies will be required to provide evidence of a current WWCC.

Employee, volunteer and visitor WWCC details will be recorded in our WWCC Register.

Any employee, volunteer or visitor who does not have a current satisfactory WWCC or VIT registration where required under this procedure, will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

WWCC Register

Our school maintains the WWCC Register in on our local network file.

Adding new employees, volunteers and visitors to the WWCC Register

East Doncaster Secondary College front office staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. Record the relevant WWC clearance details in the [WWC Status Checker](#) – the person's first name can be entered into the 'Personnel #' column
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. Click "Start status check" to ensure the information provided is valid
4. Request that the employee, volunteer (or visitor if engaged to work at the school on a regular basis) access their [MyCheck account](#) to update their details to include the name of the school
5. Save the WWC Status Checker U:\OFFICE\Staff\Staff-list\2023 Registration VIT WWCC
6. Retain a copy of any documentation sent by the Department of Justice and Community Safety (such as the letter of confirmation for employees and any volunteers or contractors who have listed the school on their WWCC details), and records of any other child safety suitability checks (such as reference checks) in the employee file or relevant file for visitors and volunteers WWCC information.
7. Retain a copy of the person's drivers licence to correlate their name with visual identification.

Ongoing maintenance of the WWCC Register

1. At the beginning of each school year East Doncaster Secondary College Front Office will run another check of the [WWC Status Checker](#) to check if there have been any changes to a person's WWCC status

2. Where a person’s WWCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance) the office will inform the Principal immediately and steps will be taken to ensure the person is removed from their duties until such time as they provide satisfactory evidence of their clearance.
3. At the same time as running the check the office will note where clearances are due to expire during the year
4. Where the check is expiring during the year the office will contact the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed
5. When the updated information is provided the information is entered into the [WWC Status Checker](#) and verified by clicking “Start status check”

Employee VIT or WWCC information on eduPay

Upon engagement of a new employee the Office Manager will follow the [eduPay User Guide: School Appointments](#) to ensure they are properly entered into eduPay (regardless of whether they are Department or school council employees) including:

- checking that employees have been entered correctly as either a teacher (if they are performing teaching duties) or education support staff, and that valid and current VIT registration or WWCC information (as applicable) has been entered into eduPay by the staff member
- for employees who have entered WWCC information, checking that the card type is entered as ‘Employee’ and verifying the WWCC details through the process outlined above.

VIT registration status is verified and monitored through a centralised process between VIT and the Department of Education and Training and our school will be informed by the Department of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

East Doncaster Secondary College policies:

- [Visitors Policy](#)
- [Volunteers Policy](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)

Department policies:

- [Child Safe Standards](#)
- [Contractor OHS Management](#)
- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [Visitors in Schools](#)
- [Volunteers in Schools](#)
- [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors](#)

PROCEDURE REVIEW AND APPROVAL

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| Consultation | School Council – 14 August 2024 School Community 14 August 2024 – College Newsletter, College Website and Compass Newsfeed |
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| Next scheduled review date | August 2025 |

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception - 9842 2244.

Purpose

To ensure school staff understand their supervision and yard duty responsibilities.

Scope

This policy applies to all teaching and non-teaching staff at East Doncaster Secondary College, including education support staff, casual relief teachers and visiting teachers.

Policy

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

East Doncaster Secondary College's grounds are supervised by school staff from 8.45am until 3.25pm. Outside of these hours, school staff will not be available to supervise students. Regular communication will be made from the school to remind parents of the College grounds hours of supervision.

Students who may wish to attend school outside of these hours are encouraged to login in through the Compass Kiosk. Students attending extra-curricular activities outside the above hours are to report to the Program Coordinator and their name recorded on the roll.

Yard duty

All staff at East Doncaster Secondary College are expected to assist with yard duty supervision and will be included in the semester roster.

The Leading Teacher for Time Tabling is responsible for preparing and communicating the yard duty roster on a regular basis. The Daily Organiser will communicate any changes to the roster due to staff absence or unavailability. At East Doncaster Secondary College, school staff will be designated a specific yard duty area to supervise. A search on Compass, by area, will list who is on duty (or the replacement) on any given day.

Yard duty zones

Students are not permitted to be inside the Kulin open spaces unless an extreme weather day has been announced by the office, and Dunlop Chisholm block open spaces are for quiet study during **lunch 2 only**. The designated yard duty areas for our school from Term 1, 2024 are (see map following instructions):

Before school: Monitor lockers, toilets. Be alert for bike riders.

At Recess and Lunchtime:

Area 1 George St: Supervision area includes north side of the Sutherland building, Administration and Bradman building. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary). Students are not to sit on the steps leading to Admin or along the Bradman building block (north facing) path. Admin carpark is out of bounds to students.

Area 2 Upper Courtyard – east end: Supervision area includes the east end half of the upper courtyard, the area in between the Sutherland building and the Maintenance office and the Year 10 toilets. Staff should spend at least half of the duty standing in front of the toilet block, monitoring the number of students entering. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary).

Area 3 Upper Courtyard – west end: Supervision area includes the west end half of the upper courtyard, Year 10 locker bay, the locker bay in between the main staffroom and the library and the corridor between the Admin and Sutherland building.

Area 4 – Supervision area includes the south side of the Dunlop building, the area between classrooms main Dunlop building classrooms D13 and D14, the staff carpark, the area between the John Landy Centre and the south side of the canteen, the corridor to the Year 11 toilets up to the entry to the Upper courtyard.

Area 5 – Supervision area includes the undercover basketball courts, the stadium carpark (out of bound) and the area between the stadium and the John Landy Centre. Basketball games are permitted but should must not engage in kicking ball sports in this area. Be alert for large groups congregating (seek support when necessary). The south end of the stadium and the stairs leading down to the front entrance of the stadium are out of bounds to students.

Area 6 – Tennis courts: Supervision area includes the tennis courts as well as the out of bounds Carpark B

Area 7 - Area between the oval and the stadium, the east side of the Waldau building up to the John Landy Centre. Staff should spend at least half of the duty standing in front of the toilet block, monitoring the number of students entering.

Area 8 – Oval: Supervision includes the artificial turf on the soccer pitch side of the double storey Waldau building. Staff must position themselves on the soccer pitch side of the fence. As the area is generally used for active recreation be alert for safe practices by students, especially with ball games. *No food to be taken onto the artificial turf area.*

Area 9 – Wurundjeri buildings: Supervision includes the area around classrooms W9-W16, north of the oval and north of the double storey Waldau building.

Area 10 – Supervision includes the south side of the Chisholm building and includes the walkway to the double storey Wurundjeri portable. Staff should spend at least half of the duty standing in front of the Year 7 toilet block, monitoring the number of students entering.

Area 11 – Kulin and PAC: Supervision includes lower courtyard, surrounds of the PAC and portables K1-K19. Check PAC doors and clear students from the west and north sides of the PAC and monitor locker bays. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary). Students are not permitted in the Kulin building open area unless an extreme weather day has been announced.

Area 12 – Supervision area includes the north side of the Wellbeing hub and the year 8 and 9 locker bay as

well as the areas around classrooms K19-K22. Staff should spend at least half of the duty standing in front of the Year 8 toilet block, monitoring the number of students entering.

Area 13 - Supervision area includes middle courtyard, Bradman building, Administration Block, north side of the Chisholm building and in front of the Library. Staff should spend at least half of the duty standing in front of the Year 9 toilet block, monitoring the number of students entering. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary).

Area 14 Library – Supervision of the Library. No food or drink is permitted in the Library.

Area 15 – Canteen entry – Make sure there is an orderly queue outside the canteen door. Students to be admitted 5 or 6 at a time.

Area 16 – Canteen exit – Do not allow students to stay in the canteen to eat. Monitor year 11 toilets.

Area 17 – Chisholm building C9 – Students are permitted to use C9 for private study from the start of lunch 2. No food or drink is permitted.

Area 18 – Dunlop building D3 – Students are permitted to use D3 for private study from the start of lunch 2. No food or drink is permitted.

JLC - John Landy Centre (JLC), including inside open areas and locker area between canteen and the Chisholm building. Be alert for students involved in ball games or large groups congregating (seek support when necessary).

Toilets:

Years 7 students may use the toilets on the western end of the Lower Courtyard behind the English office

Year 8 and 9 students may use the toilets in the Middle Courtyard

Year 10 students may use the Toilets in the Upper Courtyard

Year 11 students may use the Toilets in the Canteen Courtyard

Year 12 students may use the Toilets in The John Landy Centre

After school: Monitor lockers, toilets. Provide active supervision to the front of school (George St.) and in the stadium carpark pick up zone. Be alert for bike riders or students on scooters.

Common Rooms: Year 12 –The John Landy Centre; Year 10 & 11 – Dunlop building D3; Years 7- Chisholm building C9, Year 8 and 9 – Kulin Open Area and K5-10 galleries.

- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate using Compass chronicle (for information to Year Level Coordinators) or eduSafe (for OHS related matters)
- Ask students to keep the yard clean and direct students to pick up rubbish around them and place it in the nearby bins.
- Ensure that students do not leave the school grounds without signing out via the Compass kiosk. Year 11 and 12 students who have private study after lunch may leave school to go home for the day. They cannot leave for lunch and return to study. Students leaving will most likely have their bag with them.
- Ensure students do not receive lunch deliveries (Uber Eats etc.). Call for coordination team for support if needed and chronicle students involved.
- Indoor spaces- Staff will be assigned to the Dunlop and Chisholm block open areas during Lunch session 2. These spaces are available for students undertaking quiet study only. No food or drink is permitted inside these areas. However, a small number of middle school students are permitted in the Chisholm open space as directed by the Middle school coordinators as part of a "Student Support Plan". Please check the Compass pinned chronicle or speak with the Year Level Coordinators about these students if on duty in the Chisholm open space.
- The Kulin classroom areas are out-of-bounds during recess and lunch (apart from designated extreme weather days).
- Small ball games (down ball/4-square) are permitted, students cannot kick soccer or footballs in the courtyards.
- There are two outdoor table tennis tables. Senior school students can play in the JLC courtyard and Middle school students in the lower courtyard. Equipment is available at the respective sub-school offices.
- Some yard duty areas are permanently supervised by in-lieu, cover or CRT staff. This will appear on staff Compass schedule and is arranged by the Daily Organiser
- Extreme weather- when this is announced by the office (lunch only, recess rarely**) yard duty arrangements are changed altered (staff should refer to the staff handbook for more details).

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 or 3 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should ask another staff member to contact the Daily Organiser and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Out of bounds areas (refer staff handbook)

Students who are found in an out-of-bounds area should be directed back to an appropriate space. Staff must make a note on the Compass chronicle when students are found in out of bounds areas.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student needs to leave the classroom, an explanatory note written by the teacher must be entered in their Student Planner.

If a student is required to leave the classroom for disciplinary reasons, a responsible student must go to the office to seek support. A Year Level Coordinator or Assistant Principal will come to the classroom (refer Student Engagement Policy).

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser or, if unavailable, Reception, for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps, and excursions

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

East Doncaster Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

East Doncaster Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the College library, John Landy Centre or 400 open area by appropriate staff.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored using the Compass roll marking system
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Year 12 students only will have one block of three private study sessions per week (two double period and one single period). This will be timetabled as “private study” to take place predominately in the John Landy Centre but on occasion in the library or Chisholm open areas. Students will receive passive supervision via Year Level Coordinators or in the case of the library, the Head Librarian will provide support or seek additional support as required.

Students in year 11 or 12 who have written consent from their parent/guardian are permitted to sign out at the Compass Kiosk to go home from the beginning of lunch if they do not have timetabled classes during period 5/6.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

Library

The East Doncaster Secondary College library is used by students before school from 8.30am until the locker bell, during recess and at lunchtime. It is supervised by the Head Librarian who is supported by the library technicians. They will contact Principal Class members or Year Level Coordinators if additional support if additional supervision support is required.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- On the school website
- Included in our staff handbook
- Made available in hard copy from the school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

Further Information and Resources

- the Department’s Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)

- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

| | |
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| Created date | August 2024 |
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This policy will also be updated if significant changes are made to school grounds that require a revision of East Doncaster Secondary College’s yard duty and supervision arrangements.

The Child Safety Standard policies in this book have been signed off by School Council on 14 August 2024. 4 of these have undergone changes (Child Safety and Wellbeing, Child Safety Code of Conduct, Student Wellbeing and Engagement Policy, Yard Duty Supervision Policy).

POLICY BOOK REVIEW AND APPROVAL

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Other policies our College regularly refers to, are available on the Department of Education Policy on Advisory Library:

- [Alcohol and other drugs - Students policy](#)
- [Annual Report to the School Community policy](#)
- [Annual Implementation Plan policy](#)
- [Asbestos Management policy](#)
- [Blood spills and open wound management](#)
- [Bushfire and grassfire preparedness policy](#)
- [CCTV in schools – installation and management policy](#)
- [Chemical management](#)
- [COVID-19 School Operations](#)

[Diabetes policy](#)
[EduPass – identity and access management in schools](#)
[Emergency and Critical Incident Management Planning policy](#)
[Enrolment policy](#)
[Equal opportunity \(and Anti-Discrimination - staff](#)
[Flexible work policy](#)
[Gifts, Benefits and Hospitality policy](#)
[Head Lice policy](#)
[Health, Safety and Wellbeing policy](#)
[Information Security - Infosafe policy](#)
[International Student Program \(ISP\) policy](#)
[Leading Teachers and Learning Specialists policy](#)
[Managing and reporting school incidents \(including emergencies\)](#)
[Occupational Health, Safety and Wellbeing Management in Schools](#)
[Parent payments policy](#)
[Privacy and information sharing policy](#)
[Private vehicle use policy](#)
[Procurement - schools policy](#)
[Records management - school records policy](#)
[Restraint and seclusion policy](#)
[School review policy](#)
[School's privacy policy](#)
[Sexual harassment - employees policy](#)
[Workplace bullying policy](#)
[Work-Related Driving](#)