

# Student Welfare, Enrolment and Attendance Compliance Policy

## Pambula Beach Flexible Learning Centre (PBFLC)

### Source of Obligation

The NSW Registration Manual (3.6.2) requires a registered non-government school to provide a safe and supportive environment by:

- having in place policies and procedures that provide for student welfare; and
- maintaining a student enrolment and attendance register.

### Safe Environment

A safe environment for students is one where the risk of harm is minimised and students feel secure. Harm relates not only to dangers in the physical environment, involving such matters as architecture and construction, lighting, space, facilities and safety plans, but also refers to violence, physical threats, verbal abuse, threatening gestures, sexual harassment and racial vilification.

### Supportive Environment

A supportive environment fosters the social, academic, physical and emotional development of students. A supportive environment is one in which:

- students are treated with respect and fairness by teachers, other staff and other students;
- members of the Flexible Learning Centre community feel valued;
- effective teaching and learning takes place;
- positive support and encouragement are provided by members of staff and students;
- non-discriminatory language and behavioural practices are defined, modelled and reinforced by members of the Flexible Learning Centre community; and
- consultation takes place on matters relating to students' education and welfare.

### Student Welfare & Attendance Policy Framework

Student Welfare encompasses the mental, physical and emotional wellbeing of students. Provisions for attendance are integral to providing for student welfare.

PBFLC has developed a comprehensive policy framework designed to provide for student welfare and attendance.

The list of key policies is set out below:

**Security**

**Flexible Learning Centre Security (Building & Grounds)**

**Evacuation Procedures**

**Lockdown Procedures**

**Supervision**

**Supervision (General)**

**Supervision & Inspection - Playground**

**Excursions Policy**

**Code of Conduct and Behaviour Management**

**Code of Conduct (Staff)**

**Student Code of Conduct**

**Bullying Prevention and Intervention**

**Counselling Services (Student)**

**Student Leadership Policy**

**\*Critical Incident\* (Emergency Situations Response)**

**Complaints Handling**

**Complaints Handling Program**

**Pastoral Care**

**Pastoral Care Policy**

**Students with Special Needs Policy**

**Medication Administration**

**Enrolment and Attendance**

**Student Enrolment Policy**

**Student Attendance Policy**

**Student Achievement Data**

**Quality of Educational Program (Record of Achievements and Engagement in Learning)**

**Truancy Policy**

**Stakeholder Communication**

**Parent Communication and Involvement Policy**

Additional policies can be found in our **Student Duty of Care Program** and **\*Work Health & Safety/Occupational Health & Safety, Occupational Safety & Health\* Program**.

PBFLC has also developed a comprehensive **Child Protection Policy Framework**

**Staff Training**

Training with respect to student welfare issues is provided to all staff who have direct contact with students.

**Teachers' Responsibilities**

To support teachers in attaining and maintaining Proficient teacher accreditation, the Flexible Learning Centre encourages teachers to ensure students' wellbeing and safety within the Flexible Learning Centre by implementing Flexible Learning Centre, curriculum and legislative requirements.

To support experienced teachers in attaining and maintaining Highly Accomplished teacher accreditation, the Flexible Learning Centre encourages experienced teachers to initiate and take responsibility for implementing current Flexible Learning Centre, curriculum and legislative requirements to ensure student wellbeing and safety.

To support highly experienced teachers in attaining and maintaining Lead teacher accreditation, the Flexible Learning Centre encourages highly experienced teachers to take responsibility for:

- evaluating the effectiveness of student wellbeing policies and safe working practices using current Flexible Learning Centre, curriculum and legislative requirements; and
- assisting their colleagues to update their practices.

**Implementation**

This policy is implemented through:

**CompliSpace Assurance**, where individuals are allocated responsibility to action all obligations in accordance with this policy;  
and

- our internal training programs.

## Bullying Prevention & Intervention (NSW)

### Pambula Beach Flexible Learning Centre (PBFLC)

#### The Hazard – Bullying

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Bullying can take many forms including:

- **Physical bullying** which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- **Psychological bullying** is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- **Indirect bullying** is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.
- **Cyber bullying** is the ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.

#### What Bullying is Not

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- **Mutual Conflict Situations** which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation; or
- **One Off Acts** (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

#### Signs of Bullying

Major behaviour changes in a student may be indicative of bullying. Such behavioural changes may include:

- Crying at night and having nightmares;
- Refusing to talk when asked “What’s wrong?”;

- Having unexplained bruises, cuts or scratches;
- An unwillingness or refusal to go to Flexible Learning Centre;
- Feeling ill in the mornings;
- A decline in quality of Flexible Learning Centre work;
- Becoming withdrawn and lacking confidence;
- Beginning to bully siblings; and
- Acting unreasonably.

Parents/carers are encouraged to recognise signs of bullying and notify the Flexible Learning Centre through a trusted staff member immediately (such as a class teacher, head of house, Flexible Learning Centre counsellor etc), if they suspect their child is a victim of bullying.

### **PBFLC's Policy**

PBFLC recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the Flexible Learning Centre is respected and accepted.

Bullying is not tolerated at PBFLC.

It is our policy that:

- Bullying be managed through a 'whole of Flexible Learning Centre community' approach involving students, staff and parents/carers;
- Bullying prevention strategies be implemented within the Flexible Learning Centre on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise bullying and respond appropriately;
- Bullying response strategies be tailored to the circumstances of each incident;
- Staff establish positive role models emphasising our no-bullying culture; and
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

### **Bullying Prevention Strategies**

PBFLC recognises that the implementation of whole Flexible Learning Centre prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a ‘no bullying’ culture within the Flexible Learning Centre:

- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to bullying (including cyber bullying) and bullying prevention, to students over the course of the academic year;
- Education, training and professional development of staff in bullying prevention and response strategies;
- Regular provision of information to parents/carers, to raise awareness of bullying as a Flexible Learning Centre community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the Flexible Learning Centre;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- Promotion of responsible bystander behaviour amongst students, staff and parents/carers;
- Reporting of incidents of alleged bullying by students, bystanders, parents/carers and staff are encouraged, and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of bullying within the Flexible Learning Centre are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff;
- Records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate;
- Statements supporting bullying prevention are included in students’ Flexible Learning Centre diaries;
- Anti-bullying posters are displayed strategically within the Flexible Learning Centre; and
- Promotion of student awareness and a ‘no bullying’ environment by participating in events such as the National Day of Action Against Bullying and Violence.

### **Reporting Bullying**

Students and their parents/carers are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.

A key part of PBFLC's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well providing assurance to students who experience bullying (and parents/carers) that:

- Bullying is not tolerated within the Flexible Learning Centre;
- Their concerns will be taken seriously; and
- The Flexible Learning Centre has a clear strategy for dealing with bullying issues.

Bullying incidents can be advised to the Flexible Learning Centre verbally (or in writing) through any of the following avenues:

- Informing a trusted teacher;
- Informing the Flexible Learning Centre counsellor/youth workers;
- Informing a student's year co-ordinator or head of house; or
- Informing the Deputy Network Principal/Head of Campus or the Network Principal.

### **Responding to Bullying**

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.

In all circumstances the Flexible Learning Centre:

- Takes bullying incidents seriously;
- Provides assurance to the victim that they are not at fault and their confidentiality will be respected;
- Takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders;
- Takes time to understand any concerns of individuals involved;
- Maintains records of reported bullying incidents; and
- Will escalate its response when dealing with persistent bullies and/or severe incidents.

Actions that may be taken when responding to bullying include:

- **The “Method of Shared Concern” Approach (Pikas);**
- **The “No Blame” Approach (Maines & Robinson);**

*These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.*

- Notification of/Consultation with parents/carers;
- Offering counselling to persistent bullies/victims;
- Implementing effective follow up strategies; and
- Disciplinary action at the Network Principal's discretion including suspension and expulsion of persistent bullies, or in cases of severe incidents.

**School Liaison Police and/or Youth Liaison Officers, and other support services available to the school community**

*Youth Liaison Officers*

Youth Liaison Officers are NSW Police Force members who are responsible for administering the Young Offenders Act 1997 (NSW). They are responsible for delivering cautions, referring children to youth justice conferences, and implementing strategies to reduce crime by juveniles in the community.

The Youth Liaison Officer allocated to PBFLC is \*insert Youth Liaison Officer\*. The Youth Liaison Officer can be contacted on \*insert contact details\*.

*School Liaison Police*

School Liaison Police are NSW Police officers who work with schools to reduce crime, violence and anti-social behaviour. School Liaison Police are a point of contact for the school community and the NSW Police Force. Our students are encouraged to contact the School Liaison police if they have any concerns.

Our School Liaison Police Officer is \*insert name\*. The School Liaison Police Officer can be contacted on \*insert contact details\*.

*Other Support Services*

PBFLC also provides access to **Counselling Services (Student)**.

**Workers' Responsibility**

All workers are responsible to:

- Model appropriate behaviour at all times;
- Deal with all reported and observed incidents of bullying in accordance with this policy;

- Ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately;
- Be vigilant in monitoring students that have been identified as either persistent bullies or victims; and
- Acknowledge the right of parents/carers to speak with Flexible Learning Centre authorities if they believe their child is being bullied.

**Signage**

Anti-bullying posters may be posted in strategic locations in the Flexible Learning Centre to promote appropriate behaviour and encourage students to respect individual differences and diversity.

**Implementation**

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective incident reporting procedures;
- Effective management of bullying incidents when reported;
- The creation of a 'no bullying' culture within the Flexible Learning Centre community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

**Discipline for Breach of Policy**

Where a staff member breaches this policy PBFLC will take disciplinary action, including in the case of serious breaches, summary dismissal.