

## The Avenue School

### Policy & Procedure Document

Policy number	4.4	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Student Welfare		

### Title: Student Welfare

#### Purpose:

To ensure the welfare of students whilst they are attending The Avenue School or whilst undertaking endorsed activities outside the school.

#### Policy:

#### Duty of Care

The Avenue School acknowledges its responsibility for the duty of care owed to any person attending the premises or engaging in The Avenue School activities. The duty of care extends to all people including employees, students, visitors, volunteers and contractors.

The duty of care includes:

- That reasonable measures are taken to protect students from reasonably foreseeable risks of injury.
- Taking reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises
- That reasonable precautions are taken to prevent the abuse of a child by an individual associated with The Avenue School while the child is under the care, supervision or authority of the school.
- That different and sometimes greater measures may need to be taken for younger students or students with disabilities when discharging the duty of care.

Refer to the Occupational Health and Safety Policy for details on how the school addresses duty of care responsibilities.

#### Duty of Care to Students

The Avenue School has a legal duty to take reasonable steps at all times, to protect students under its care from risks of harm or injury that should have been reasonably foreseen.

Duty of care obligations involve protecting students from risk of injury or harm by:

- Providing adequate supervision at the school or whilst on school activities.
- Providing safe and suitable buildings, grounds and equipment and maintains these on a continuing basis.
- Taking reasonable care to ensure that students and other people will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises.
- Implementation of strategies to prevent bullying.

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- Ensuring that medical assistance is provided to a sick or injured student.
- Taking reasonable precautions to prevent the abuse of a child by an individual associated with The Avenue School whilst under the care, supervision or authority of the school.

Measures to support safety at The Avenue School include:

- Risk Management procedures including safety audits within the buildings and across the grounds using detailed checklists.
- Building and grounds maintenance schedule.
- Risk Management procedures applied for student activities undertaken in the classroom and during off-site activities and excursions.
- Emergency management planning.
- First Aid trained staff and procedures.
- Child Safe Strategies.
- Critical Incident Management.
- Health and Wellbeing strategies including appropriate resources and referral systems.
- Continuous improvement strategies.
- Closure of the school and cancellation of off-site activities on Catastrophic Fire Rating days.

The Avenue School staff have a Duty of Care to protect children from any type of child abuse by:

- Acting on concerns quickly and in the child’s best interests
- Protecting the safety, health and wellbeing of the children in your care
- Seeking appropriate advice or consulting when unsure
- Reporting concerns to the relevant authorities
- Supporting a child at an interview
- Providing ongoing support to a child and their family
- Attending DHHS Child Protection Case Planning and Student Support Group meetings as requested.

**Teacher and staff responsibilities**

The teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to protect a student from reasonably foreseeable harm or to assist an injured student, while the ordinary citizen may choose to do nothing in a similar situation. The duty is non-delegable, meaning that it cannot be assigned to another party.

All reasonable steps must be taken by teachers and staff members to ensure the safety of students engaged in any aspect of a program or activity at the school and to recognise their duty of care to all students.

Teachers and staff members must adhere to workplace health and safety policy, risk management procedures and all other requirements, rules and advice pertaining to the safety of students and others.

**Youth Worker Responsibilities in addition to duty of care**

The Principal and/or Youth Worker will attend Student Support meetings or Care meetings with youth service providers linked to the student.

Agreed actions from these meetings will be documented and stored in accordance with privacy legislation. Sharing of information will be on a “need to know” basis only.

**Student Health and Wellbeing**

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The Avenue School collects information about a student’s health and wellbeing on enrolment including any medical care requirements via a Medical Details form. Medical details provided are kept confidential and are stored in student files. Parents/Guardians are responsible for notifying the school of any relevant changes to student’s medical details as per advice in The Avenue School Handbook.

Students with specific wellbeing requirements will be referred to the Youth Worker and have the requirements and support responses recorded on a Student Health & Wellbeing Plan. Student Support Staff assigned to each class will be advised of the students’ wellbeing requirements.

Teachers must familiarise themselves with any medical or other needs relevant to student’s participation in all activities including off-site activities and excursions and should take all reasonable steps to ensure that risks are mitigated in the planning of activities.

Refer to the following policy and associated documents:

- Care Arrangements for Ill Students,
- Distribution of Medication
- First Aid
- Anaphylaxis Management
- Medical Information Form
- Medication Authority Form

**Commencement of new students**

Classroom teachers and support staff will be provided with details pertaining to the health, wellbeing and care requirements of students commencing in their class as may be relevant in order to ensure the student’s particular needs are supported.

**Safety of Students with Special Needs**

Students with special needs, including physical disabilities, mental health issues and/or learning difficulties will have their individual needs reviewed. Measures will be put in place to support their inclusion and ongoing learning requirements.

Measures implemented may include:

- Youth worker support.
- An accessible venue.
- Delivery adjusted to learning needs.
- Reasonable adjustments made to the academic program at a classroom level.
- Internal and external industry skills options.
- A flexible approach to delivery that is not time constrained, or age constrained.

Refer to the Student Educational Support policy

**Greater Measures**

Students who have social, emotional or other disabilities or impairment, who are highly anxious, are younger or show immaturity may need greater measures of support and guidance in regard to their wellbeing, safety and welfare. This must be uppermost in the minds of The Avenue School teachers and support staff when planning, delivering and supporting students attending the school.

Measures implemented may include:

- Provision of additional resources to support the student’s needs.
- Assigning an appropriately selected support worker to that student to enhance communication.

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- Individual Learning Plans and Student Wellbeing Plans for individual students.
- Referral to the Student Plans for documented requirements to be implemented for each student.

**Complaints and Concerns**

The Avenue School is committed to processing all complaints and concerns quickly, fairly, transparently and effectively. All aspects of complaints are fully documented.

The Avenue School Complaints Handling policy is publicly available on the school website and copies are available at reception.

**Associated documents:**

Policies

- Child Safety & Wellbeing
- Mandatory Reporting
- Restrictive Intervention
- First Aid
- Supervision of Students
- Off-site activities and Excursions
- Safety with External Providers
- Care arrangements for ill students
- Distribution of medication
- Student Behaviour Management
- Occupational Health and Safety
- Complaints Handling Policy