

Enkindle Village School

Student Welfare Policy



1. Statement

At Enkindle Village School we believe that the social, emotional, and physical wellbeing of the students in our care, is essential to their success at school and for their future lives. We are committed to ensuring the safety of all students through the implementation of a range of safe school practices and by educating all students with the skills to be safe.

2. Purpose

To ensure the safety and wellbeing of all students as well as state the school's commitment to providing a secure and supportive environment for all students both inside and outside of the classroom.

3. Scope

Students, parents/carers and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

4. Principles

Support

Enkindle promotes a learning environment where teachers, students and parents/carers are mutually supportive and respect each other. We encourage discussion between all members of the School community in matters which affect them, and teachers work closely with families to reinforce safety concepts and strategies at home as well as in the school.

At Enkindle we:

- support the right of all school community members to feel safe at school
- promote care, respect and co-operation
- implement policies, programs and processes to nurture a safe and supportive school environment
- recognise that leadership is an essential element that fosters the creation of a safe and supportive school environment
- develop and implement policies and programs through processes that engage the whole school community
- ensure that roles and responsibilities of all members of the school community in promoting a safe and supportive environment are explicit, clearly understood and communicated

- recognize the importance of ongoing professional development in creating a safe and supportive environment
- focus on policies that are proactive and oriented towards prevention and intervention
- regularly monitor and evaluate policies and programs so that evidence-based practice supports decisions and improvements

Security

The security of our students is paramount, and as such, all decisions are made with consideration to several factors, including:

- appropriate levels of supervision; (supervision rosters – out time, buses and pick up/drop off zone)
- security of buildings; (delegation of duties – all staff members and maintenance staff)
- procedures in case of fire; (evacuation procedures and drills)
- grounds and facilities; (adequate fencing, line of sight, layout of landscaping)
- travel on School-related activities; (risk assessment and parental consent)

Supervision

During both on-site and off-site activities, staff and families will seek to ensure that all students are adequately cared for and supervised, consideration will be made for the type of activities undertaken and the age of the students involved.

Excursions

Enkindle Village School's co-location with James Cook University's Douglas Campus makes our school unique in terms of safety requirements and procedures.

Excursions outside of the school grounds will be taken regularly as students utilise facilities both on campus and off to extend their learning experiences.

Excursions may take the form of informal outings which are within walking distance of the school on JCU's campus, and include bush walks, swimming, library, sporting oval, and science and technology facilities. Parents have signed permission for such excursions on the enrolment form.

The following guidelines are implemented with all planned excursions:

- A risk assessment and letter to parents composed by the staff member responsible for the excursion.
- Appropriate notice of excursion is given to all parents/guardians
 - The teacher responsible will ensure that clear and comprehensive information is conveyed to parents regarding full details of time, location, cost, travel plans, educational activities, supervision and transport arrangements.
 - Signed permission slips received from parent/guardian including any details of medical conditions and/or medications required for students to participate in the planned activity.

- A list of students attending the excursion is left at the Office prior to departure and a copy carried by staff.
- Name of first-aid staff member with first-aid qualifications accompanying children identified. First aid equipment appropriate for the excursion will be readily available.
- If practical obtain emergency contact numbers for children attending the excursion.
- Appropriate teacher/student ratios will be adhered to and adjusted according to the planned activity. Where possible, other staff members are available for contact at the School with all emergency details.
- No departure from the planned excursion.
- All children are equipped with clothing appropriate for the planned experience.
- In the unlikely event that small groups become separated, adults are to meet back at the pre-arranged meeting place as soon as possible.
- If an excursion has been delayed and will be returning late, the staff are to contact the office and advise of approximate time of arrival. The office will contact families.
- If an emergency occurs, the person in charge of the excursion is responsible for making alternative arrangements to ensure the safety and well being of the students and contact the office as soon as possible.

Transportation

Enkindle will take all reasonable steps to ensure the appropriate mode of transportation is used for all activities outside of the school grounds. Where possible, students will utilise all dedicated pathways, crossings and covered walkways while traveling on campus.

In the event that a chartered bus is required, buses must be seat-belted with one child or adult per belted seat. Use of an unbelted bus may be used at the Principal's discretion in unforeseen circumstances.

Insurance

1. Any excursion planned must be consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the School.
2. Any motor vehicles used for the purpose of transporting children on an excursion must be covered by an appropriate insurance policy.

5. Supporting Documents

- Enkindle Code of Conduct
- Enkindle Risk Assessment Form
- Excursion Consent Form

6. Version Control

Approval Details

Policy Sponsor	Secretary
Approval authority	Management Committee
Version Number	2
Date for next review	May 2021

Modification History

Version no.	Approval date	Implementation date	Details
2	6 May 2020	11 May 2020	MW