



Student Welfare Policy

Policy No	Version	Update Information	Approval Date	Authorised
PP2000_16_P25	1.0	New document	August 2016	Council
	2.0	<ul style="list-style-type: none"> Revised to reflect multiple campuses 	August 2019	Council

Document Owner	College Principal
Key Stakeholders	Staff and Students
Frequency of Review	12 Months (Sept 2020)
Supporting Documents (internal)	Behaviour Management Policy
Supporting Documents (external)	<i>Guide to the Registration Standards and other Requirements for Non-Government Schools in Western Australia 2020</i>
Forms	RAMS Emergency Response Plan for Off-Site Activities Form
Legislative Requirements	Occupational Safety and Health Act 1984 (WA) School Education Act 1999 (WA) School Education Regulations 2000 (WA) Volunteers (Protection from Liability) Act 2002 (WA) Western Australian College of Teaching Act 2004 (WA) Working with Children (Criminal Record Checking) Act 2004 (WA) Working with Children (Criminal Record Checking) Regulations 2005 (WA)
Work Instructions	
Other References that may be applicable to this Policy	

TABLE OF CONTENTS

1	PURPOSE	3
2	RELEVANT LEGISLATION/AUTHORITY	3
3	GENERAL	3
3.1	DURING SCHOOL HOURS.....	4
3.2	TEACHERS & STAFF.....	4
3.3	COLLEGE CAMPUSES.....	5
3.3.1	PINJARRA CAMPUS.....	5
3.3.2	KALGOORLIE CAMPUS.....	5
3.3.3	RISK MITIGATION.....	5
4	EXCURSIONS	6
5	WORK EXPERIENCE PLACEMENT OR EXTERNAL PROVIDER	7

1 PURPOSE

Ensuring the safety and well-being of the students and staff of Fairbridge College is the highest priority. Duty of care is an obligation to conform to a certain standard of conduct for the protection of another person against an unreasonable risk of harm.

Fairbridge College operates under the “general duty of care” provisions outlined in the Western Australian *Occupational Safety and Health Act 1984* with additional considerations outlined in this policy.

2 RELEVANT LEGISLATION/AUTHORITY

Fairbridge College Policies and Procedures are written using the following Legislation and information from relevant Authorities, including:

- Occupational Safety and Health Act 1984 (WA)
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Volunteers (Protection from Liability) Act 2002 (WA)
- Western Australian College of Teaching Act 2004 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Working with Children (Criminal Record Checking) Regulations 2005 (WA)

3 GENERAL

It is the responsibility of staff members at Fairbridge College to assess each situation that presents, for potential danger and take any action that is deemed necessary. This is done in order to address any threat or danger that could reasonably be expected to be identified by a reasonable adult in a position of responsibility for the children in their care. This responsibility cannot be “upwardly delegated” because the responsibility lies with the individual who could be expected to recognise the risk.

All staff are required to exercise professional judgment with relation to maximising student learning opportunities whilst considering safety and risks. The unique cohort of students at Fairbridge College requires teacher vigilance at all times and that all College guidelines are enforced as outlined.

Fairbridge Western Australia, Inc. takes responsibility for the care and maintenance of the property and ensures the premises are safe from hazards during school hours and outside of regular school hours when a function is being held. Equipment is maintained to ensure it is in optimum working condition as guided by the Fairbridge College Maintenance Plan.

Expectations related to Duty of Care are provided to:

- parents/carers and students at the time of enrolment.
- parents/carers through the website, newsletters and meetings with staff.
- students during the school day when behaviour and safety issues are raised in class.
- students at the time of excursions or activities requiring special permission.

- staff at the time of hiring as well as during their induction and, when necessary, as part of their daily meetings.

3 COLLEGE PREMISES

3.1 During School Hours

Responsibility is taken for the students from the time they arrive at the College (if dropped off) or board the Fairbridge bus in the morning until they leave the College with a parent/carer or when they get off the Fairbridge bus in the afternoon. All parents are informed that students will stay on the College premises unless given permission by staff.

If a student leaves the College without permission, staff will make every reasonable effort to recover the student; however, the College will be unable to take responsibility for the student's safety from the time they leave. Parents will be informed as soon as possible if their child has left the College premises without permission.

When is Fairbridge responsible for students?	
Transportation	If Fairbridge provides pick up and drop off to College or an activity then the College is responsible for student safety.
Before school	No students to be on site before 8:30am. After this staff will supervise until class at 9:00am.
After school	If a student does not get on the Fairbridge bus, the College will provide supervision until a parent/carer picks them up. <i>Once they are collected, responsibility for supervision is transferred to the adult.</i>
After school on College grounds	Fairbridge will provide supervision for authorised activities agreed to by the Principal. The same duty of care applies as during College hours. If staff undertake activities not sanctioned by the Principal they will be acting in a private capacity and the College accepts no responsibility in this case.
Activities off College grounds	During off campus activities organised by Fairbridge, such as work experience, the College has an obligation to ensure student safety.
Students leaving during school hours	No student will leave without an appointment note/letter or a written note stating time, duration, date and purpose and the College takes NO responsibility once the student leaves. If the College feels there is a risk, even with a note, a student will not be permitted to leave.

3.2 Teachers & Staff

Teachers and staff with supervisory responsibilities have the required qualifications in education or training to deliver the courses for which they are employed. Copies of these qualifications are verified by the Principal at the time of employment and retained in the staff files along with copies of Working with Children Check or Application Forms; National Police Clearances or Applications; and TRB number.

The Staff Code of Conduct also specifies responsibilities related to duty of care.

3.3 College Campuses

3.3.1 PINJARRA CAMPUS

The Pinjarra Campus of Fairbridge College is situated within the Training Precinct of Fairbridge Village. While the College has its own classroom facilities and student areas, there are also shared facilities that require additional duty of care considerations.

Risk to students include:

- Interactions with students from external groups who are using shared facilities.
- Interactions with the general public who are using shared facilities.

3.3.2 KALGOORLIE CAMPUS

The Kalgoorlie Campus of Fairbridge College is situated within the Goldfields Camp School Site. While the College has its own classroom facilities and student areas, there is a risk that students may interact with individuals not associated with the school.

Risk to students include:

- Interactions with students & staff attending school camps.
- Interactions with the general public who are using shared facilities

3.3.3 RISK MITIGATION

EXTERNAL RISKS FROM ADULTS

Adults from outside the College present the most risks to the students. These adults may claim to have some responsibility for individual students or may wish to communicate with them. These claims must not be taken at face value, rather, they should be treated as presenting a risk until it can be shown to be otherwise.

In all dealings with adults claiming to have a relationship of care with a student it is essential that stringent enquiry is made to ensure that this is the case. Of particular importance are those situations in which certain adults may have an order prohibiting access to the student/s for whom they claim to be the carer.

If any unidentified adult is found interacting with College students he/she should be escorted to the office to meet with the principal. If the adult will not comply with this request it is more important to stay with him or her than to go for assistance. Rather, a student may be asked to go to bring another staff member for assistance.

In the most extreme situation, that is, the adult will not cooperate in going to meet with the Principal or Head of School, it may be necessary to call the police for assistance. In these instances, the CEO must be consulted or notified in the

instance that staff feel there is an imminent threat and there should not be delay in calling the police.

INTERACTIONS WITH EXTERNAL STUDENTS

All care should be taken by staff to minimize the interaction between Fairbridge College students and the other young people who are undertaking activities on site.

The following processes and procedures are in place to minimize the risk associated with the interactions between student groups:

1. There are clear out-of-bound areas for the students. These are outlined and discussed during staff and student induction and reviewed periodically during community meetings.
2. The consequences for going out-of-bounds are found in the ***Behaviour Management Policy***.
3. Recess and lunch breaks are closely supervised by members of College staff.
4. The on-site bus pick-up and drop-off location is supervised by a member of College staff.

In the event there are interactions between external students and Fairbridge College students, this must be brought to the attention of the Principal or Head of School. The leadership team will assess the risk and propose strategies that will be undertaken by College staff to prevent future occurrences.

TOILET AND PERSONAL CARE FACILITIES

There are two toilet blocks at each campus site, one for students and one for staff. The student toilets are signed accordingly and everyone on site are inducted around student-only areas. In addition to signage and what is outlined in section 3.3.2, the following measures are in place to reduce the potential risk to Fairbridge College students.

1. During recess and lunch breaks, one member of staff will be required to stay in view of the toilet blocks during their period of supervision duty.
2. Should a student require use of the toilets during class time, the teacher must reasonably attempt to keep track of the time that a student is out of the classroom. If the student has not returned in a reasonable length of time, then a free member of staff will be asked to ascertain the location of the student. Should that student be out of bounds, then the out-of-bounds procedure will take effect.

4 Excursions

There is a separate policy governing the actions that must be taken in preparing for and conducting class, group or College excursions. Special emphasis must be given to the identification of potential risks at the initial planning stage. This requires the teacher organising the excursion to visit, when practicable, the proposed venue,

making a full assessment of any potential risk the venue poses and record this on a risk assessment matrix (RAMS). The RAMS for the excursion must be included in the excursion planning documentation (See: ***Emergency Response Plan for Off-Site Activities Form***). The Head of School may require the teacher to include a description of the hazard and the proposed management strategy in the permission letter to be sent to parents of the students involved. All staff involved in the excursion must also be briefed on all potential hazards and management strategies to be used in controlling them.

5 Work Experience Placement or External Provider

The College has an obligation to ensure the safety of students who are on a work experience placement. Please see the *Workplace Learning Policy*. To this end, the person in charge of arranging the work experience placement for a particular student is required to do the following:

- Visit the external site, conduct a risk assessment and discuss the placement with the proposed supervisor.
- Explain to the supervisor the expectations of the College and outline the insurance cover and accident arrangements for the employer and the student.
- Inform the parents of the work experience placement and the College's insurance cover and accident arrangements.
- Arrange to visit the work experience placement AT LEAST ONCE on a day that the student is there. Discuss any emerging issues with the student and the employer.
- Make regular contact with the employer to ensure the student is at the placement and is behaving in the appropriate manner.