



VCEPP510 STUDENT WELFARE POLICY AND PROCEDURE

PURPOSE

The purpose of this policy and procedure is to provide a safe and happy learning environment for students and to enhance student welfare when all members of the College community participate in the learning programs and life of the College.

SCOPE

This policy applies to all staff of North Melbourne Grammar College's (NMGC).

DEFINITIONS

DHA	Department of Home Affairs
NMGC or College	North Melbourne Grammar College
VRQA	Victorian Registration and Qualification Authority

POLICY PRINCIPLES AND STATEMENT

1. North Melbourne Grammar College has a **legal responsibility** to provide support services to ensure the safety, care and welfare of students.
2. The objectives of student support within the College is to:
 - 2.1. Work with community services to identify and intervene with young people who have additional needs or are at risk of disengagement;
 - 2.2. Meet the needs of those students who may be disadvantaged or vulnerable to enable them to achieve success in both their College programs and personal wellbeing;
 - 2.3. Provide individualised support to those who require it;
 - 2.4. Respond to all incidents involving students and staff;
 - 2.5. Develop partnerships between student support services and community services to provide broader support options for students;
 - 2.6. Defend and protect all students against harassment, bullying, victimization and racial vilification.
3. NMGC Welfare Officers play a vital role in responding to the needs of students. The Welfare Officers assist the students with issues relating to many varying topics that may include areas relating to:
 - Disability;
 - Mental Health;
 - Critical Incidents including suicide and self-harm;
 - Drug/Alcohol abuse;
 - Emotional and physical wellbeing;
 - Prevention and health promotion;
 - Out-of-home care and homelessness;
 - Referral to professional legal services; and
 - Referral to professional financial advisers.



4. Student support involves all staff as well as external support professionals including but not limited to psychologists, guidance officers, speech pathologists, mentors, social workers, youth agencies, DHS case managers, Centre Against Sexual Assault (C.A.S.A) and medical support professionals such as Nurses and General Practitioners. Student support may be group based or individual.
5. Compliance is mandatory under the:
 - Education and Training Reform Act 2006 (Vic)
 - Education and Training Reform Regulations 2007 (Vic)
 - Victorian Registration and Qualification Authority (VRQA) standards
 - Department of Education and Early Childhood Development (DEECD) Framework for student support services

PROCEDURE

1. Management and Administration

No.	Actions
1.1	Student welfare is a shared responsibility between teachers, staff and external support professionals and management.
1.2	Collaboration between stakeholders aims to identify and implement early intervention for students experiencing issues. The engagement of external professionals for referral of students will be approved by the Principal in all cases with the exception of legislated guidelines, for example child abuse (Refer to VCEPP511 Duty of Care Policy).
1.3	It is a legal requirement that all teachers employed at the College have up-to-date VIT Registration. Other employees of the College must undergo a Working with Children Check and Police Check prior to employment (or present relevant documentation). Further a register will be maintained on the VIT database of all teachers within NMGC and NMGC will keep a register of staff that have completed the Working with Children Check.
1.4	The Victorian Occupational Health and Safety Act 2004 stipulates that NMGC's duty of care is to provide a safe and healthy working environment for all employees, and the employee's duty of care is to take reasonable care for the health and safety of others within the workplace. As part of the overall commitment to the health and safety of all stakeholders, The Principal appoints a member of the staff of the College to act as Safety Officer. The Safety Officer is the HSR (Authorised Health and Safety Representative) responsible for managing a health and safety committee (Refer to VCEPP801 Occupational Health and Safety Policy and Procedure)
1.5	All staff are required to follow the provisions of VCEPP530 Child Safety Policy and Procedure.
1.6	This Policy as well as the legal responsibilities for the care, safety and welfare of students is clearly communicated to the administration and teaching staff through induction, weekly staff meetings, bulletins and the NMGC Staff Handbook.
1.7	Students identified in the enrolment process as requiring special needs are allocated to a dedicated administration officer, teacher or Principal to assist in ensuring the needs of the student are met. Parts of this document relevant to students under the age of 18 are presented in the NMGC Student Handbook.
1.8	As part of NMGC's dedication to a proactive approach to student welfare, it promotes group support amongst staff and students and monitor, at the highest level, student performance and behaviour.



1.9	At all times, the Welfare Officer is available to discuss any issues students may wish to present. The Welfare Officer is available immediately for urgent matters or by appointment. Appointments can be made at reception.
1.10	Students are to refer to NMGC Student Handbook for a list of supporting agencies.
2. Communication of Policies to staff, parents and students	
2.1	All Policies on Student Welfare, Care and on Child Safety will be communicated to Staff through Staff Meetings and Professional Development days and will be part of the Staff Handbook. All staff will be expected to read the policies and procedures as part of the Induction Process.
2.2	Students will be selectively taken through relevant policies in this area during Year Level Assemblies. In addition, key information will be posted around the College in the form of posters and other visual devices. Some information will be provided through the College's Intranet site. The Student Welfare Team will also run workshops for students on key issues.
2.3	Information on Student Welfare, Care and on Child Safety will be provided to parents at Parent Information Sessions conducted throughout the year, through the College Newsletter, and through small group workshops held by the Student Welfare Team.

RELATED DOCUMENTS

VCEDOC80301 Accident and Incident Register
VCEPP308 Student Complaint and Grievances Policy and Procedure
VCEPP511 Duty of Care Policy and Procedure
VCEPP516 Reasonable Adjustment Policy and Procedure
VCEPP521 First Aid Policy and Procedure
VCEPP525 Anaphylaxis Policy and Procedure
VCEPP530 Child Safety Policy and Procedure
VCEPP710 Staff Code of Conduct
VCEPP801 Occupational Health and Safety Policy and Procedure
VCEPP803 Incident Policy and Procedure
VCEPP821 Privacy Policy
VCEPP822 Access and Equity Policy and Procedure
Emergency Procedures Manual
NMGC Student Handbook
Working with Children Check and Police Check Policy and Procedure



LEGISLATIVE CONTEXT

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018'
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000
- Child Safe Standards - <https://providers.dhhs.vic.gov.au/child-safe-standards>

RESPONSIBILITIES

Role within NMGC	Area of responsibility
Principal	Approval Authority
Principal	Development/Review
Compliance Manager	Monitoring and Evaluation
Compliance Manager	Compliance
Principal	Implementation

Authorised by	NMGC Committee of Management
Effective date	June 2019
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