



St. Mary's Castlemaine Student Welfare Policy

Source of Obligation

The Education Training and Reform Regulations 2017 (sch 4 cl 12) require that the school must ensure that the care, safety and welfare of all students attending the school is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws.

The School must also ensure that its policies and procedures for student wellbeing are clear and consistent with diocesan policies.

How We Meet This Obligation

St Mary's Parish Primary School has a range of student welfare and safety policies designed to ensure the care, safety and welfare of all students at the school. All staff are advised of their obligations under relevant laws, including child protection and occupational health and safety laws, at induction and then on an ongoing basis at least annually or when necessary.

In addition to a high-level Student Duty of Care Policy which explains the duty of care owed to our students and how staff are required to discharge their duty of care, the School has developed a complete Student Duty of Care Program which addresses specific student care, safety and welfare issues at the School.

Staff Professional Learning

St Mary's Parish Primary School has developed a Student Welfare Professional Learning Plan for all staff on student wellbeing, critical incident management and restorative practices.

Student Welfare

Our policies on student welfare are detailed in our Student Duty of Care Program and include:

- Student Welfare & General Safety Policies
- Bullying Prevention & Intervention
- Cyber Safety

We also have a dedicated Complaints Handling Program.

Student Safety

Our policies on student safety are detailed in our Student Duty of Care Program and include:

On-Site Supervision

- Supervision (General)

- Supervision & Inspection - Playground

Off-Site Supervision

- Excursions Policy - Master
- Excursions Policy – Regular Off Campus Activities
- Excursions Policy – Single Day Excursion
- Excursions Policy – Overnight Excursion
- Excursions Policy – Recreation & Outdoor Education
- Excursions Policy - International Excursions

Safety and Welfare (External Providers)

- External Education Provider Policy

Bushfire Management

- Emergency Bushfire Management Policy

Our policies align with the DET Safety Guidelines for Education Outdoors.

Student Care

Our policies on student care are detailed in our Student Duty of Care Program and include:

- Accident Management
- First Aid and Medical Treatment
- Medication Administration
- Anaphylactic Shock Management
- Current Register of Staff Trained in First Aid
- Medical Records
- Medical Health Care Plans

Child Protection

In accordance with the Victorian Child Safe Standards and Ministerial Order No. 870, the School has developed and implemented a complete Child Protection Program. This Program enables the School to effectively manage the risk of child abuse in all school environments, promptly and appropriately respond to all allegations of child abuse, and maintain a zero tolerance approach to child abuse.

School ensures that all mandatory reporters complete the Department of Education and Training Mandatory Reporting eLearning module each year.

Additional Student Welfare Policies

Our additional policies on student care, safety and welfare are detailed in our Student Duty of Care Program and include:

- Accident Management
- Capturing Records of Student Injuries/Harm and Near Misses

- First Aid Policy and Procedures
- Information & Communication Technology (ICT)
- Critical Incident Plan
- Emergency Management Plan

(The Emergency Management Plan is reviewed at least annually and immediately after any significant incident.)

Communication

These policies and procedures are communicated to staff, students, guardians, parents and the school community through:

- the St Mary's Parish Primary School website;
- Staff Handbook;
- Student Handbook; and
- announcements in the school newsletter.

