

	Student Welfare and Duty of Care (Prace College) Policy & Procedure	Approval Date: 29/04/2021
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Authorised by:	Board	Version Date: 05/10/2021
Responsible Person:	Assistant Principal	
Staff Involved:	All Prace College staff	

Purpose

The purpose of this Policy and Procedure is to ensure

- Prace provides a safe environment for all students in the Prace College VCAL program at both the Merrilands and Mernda campuses, and during offsite activities.
- Prace College Staff are aware of their obligations in relation to duty of care
- That Prace College Staff are aware of the process in place to manage student safety and welfare when attending Prace College.

Scope

This Policy and Procedure applies to students who are enrolled in Prace College VCAL program whether at the Merrilands or Mernda school campus, or while studying offsite.

It does not apply to any other students enrolled with Prace.

The Policy and Procedure addresses the following aspects of safety, welfare and duty of care for students under the age of 18 in the Prace College VCAL program:

- Arrangements for ill students
- Consent from Carers
- Medication distribution
- Staffing
- Student Supervision

This Policy and Procedure addresses the following aspects of Welfare and duty of care for all students enrolled in the Prace College VCAL program:

- Student Code of Conduct
- Support Services

The following areas of student welfare and duty of care are addressed in standalone policies and/or procedures for all students and include procedures for students who are under the age of 18:

Duty/Safety Area	Name of Policy/Procedure
Accidents and Incidents	OH&S Policy and Procedure Critical Incidents Policy and Procedure
Anaphylaxis management	Anaphylaxis Management Policy and Procedure
Attendance and attendance Monitoring	VCAL Attendance Policy and Procedure
Bullying and harassment	Bullying and Harassment Policy and Procedure
Child Safe	Child Safe Policy and Procedure
Complaints	Complaints and Appeals Policy and Procedure
Emergency Management	Emergency Management Plan

	<ul style="list-style-type: none"> • Merrilands Community Centre Campus • Mernda Campus
Excursions	Excursions Policy and Procedure
First Aid	First Aid Policy and Procedure
Mandatory Reporting	Child Safe Reporting Policy and Procedure
Medical Conditions	Medical Conditions Management Policy and Procedure
Health and Safety	OH&S Policy and Procedure
Internet Use	Computers, Internet and Email Usage Policy & Procedure
Onsite and offsite supervision of students	Student Supervision (Prace College) Procedure
Practical Placement	Placement with Employers Policy and Procedure
Prevention of Bullying	Bullying and Harassment Policy and Procedure
Reportable Conduct	Child Safe Reporting Policy and Procedure
Sunsmart	Sunsmart Procedure

Relevant Legislation/ Standards

- Australian Human Rights Commission Act 1986 (Cth)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Act 2006 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Health Records Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Racial Hatred Act 1995 (Cth)
- Racial and Religious Tolerance Act 2001 (Vic)
- Racial Discrimination Act 1975 (Cth)
- Minimum Standards and Requirements for School Registration
- Ministerial Order 870 (Child Safe Standards)
- Sex Discrimination Act 1984 (Cth)
- Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Act 2013 (Cth)
- Victorian Reportable Conduct Scheme
- Worker Screening Act 2020 (Vic)

Definitions

Informal Carer: a person who has responsibility for the day-to-day care of the student and with whom the student is residing. Where a student is not living with a parent/guardian but is living in an informal care arrangement with a relative or other person, the school may accept enrolment and other permission forms signed by the informal Carer if the Carer provides a signed Informal Carer's Statutory Declaration to the school. This is a written declaration by the Carer that sets out the care arrangements for the child — refer to: Informal Carer Statutory Declaration

template.

Generally, an informal Carer who has provided the school with a completed Informal Carer Statutory Declaration may make school-based decisions for the child and may access school information ordinarily provided to a Carer.

Duty of Care: a legal duty to take reasonable steps to protect students in our charge from risks of injury that are reasonably foreseeable. Although the general duty is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve: providing adequate supervision in the school or on school activities; providing safe and suitable buildings, grounds and equipment; implementation of strategies to prevent bullying; and ensuring that medical assistance is provided to a sick or injured student.

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.

Parent/guardian/carer (Carer): In relation to a child means any person who has parental responsibility for 'major long-term issues' as defined in the *Family Law Act 1975* (Cth) or has been granted 'guardianship' for the child pursuant to the *Children, Youth and Families Act 2005* (Vic) or other state welfare legislation, or an Informal Carer.

Prace: means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036) & Prace College (2110).

Prace College: means the section of Prace that operates as an independent school from both the Merrilands and Mernda campuses under registration number 2110.

Prace College Staff: means the Principal, Assistant Principal, and any person employed or engaged as a part of Prace College (both Merrilands and Mernda campuses), including:

- to teach VCAL, or
- in an educational support role for the VCAL program, including teacher's aides / education support workers, youth workers, psychologists, or
- administration staff

Policy Principles

Students have a right to be educated in a caring, well-managed and safe, environment.

In provide a caring, well-managed, safe environment for all students Prace also meets

- The Prace Statement of Purpose (within the Rules of Association)
 - Prace Mission Statement
 - Prace College philosophy
 - Duty of care obligations
 - Child Safe principles
 - Ministerial Statement 870, along with a commitment to student welfare underpins
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and understands that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge its duty of care.

This commitment to student welfare underpins all aspects of the Student Welfare and Duty of Care (Prace College) Procedure.

Procedure

Arrangements for ill Students

This section of the Student Welfare and Duty of Care (Prace College) Policy & Procedure is to be read in conjunction with:

- Medication section of this Student Welfare and Duty of Care (Prace College) Policy & Procedure Accident
- First Aid Policy and Procedure
- Occupational Health and Safety Policy and Procedure
- Medical Conditions Management Policy and Procedure
- Anaphylaxis Management Policy and Procedure (where relevant)
- Asthma Management Policy and Procedure (where relevant)

For all emergency and first aid matters refer to the First Aid Policy and Procedure, including:

- Any emergency illness or first aid situation
- Number and minimum training of first aid officers Blood spills management
- Notifying Carers, including where professional treatment obtained, and/or to take children home
- Notifying Prace Assistant Principal & Principal (Prace)
- First aid supplies, ordering and locations
- Maintaining the confidential, and up-to-date *Incidents and Issues Register* for all injuries or illnesses require first aid,

No medication including headache tablets will be administered to children without the express written permission of a Carer.

All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

For arrangements for excursions and camps refer to the Excursions Policy and Procedure.

Attendance and Attendance Monitoring

Student attendance is monitored daily with Prace College teachers being required to fill in an attendance roll at the beginning of each class.

Absent students are called, along with their Carers where the student is under the age of 18. Failure to make contact will result in a text message being sent to all required parties. This is the responsibility of each campus administration officer.

Students are required to bring documentation of the absence. This can be a Doctors certificate, a note from Carer, court document.

If a student is to leave early, the Carer needs to call or write a note. Where possible, we ask that students make appointments outside of class time.

For more detailed procedures regarding student attendance refer to the Prace

Consent from Parents/Guardians/Carers

Prace requires signed consent from a Carer for the following when a student is under the age of 18:

- To enrol a student in a Prace course
- To attend excursions
- To participate in community activities and programs that help develop connectedness with Prace that are outside normal school hours
- To participate onsite in any activity where the student is not directly supervised by a Prace College staff member,
- To take photos of students
- To participate in structured workplace learning
- To be absent from class
- To leave early

Students under 18 who cannot obtain consent from a Carer will be required to provide a *Statutory Declaration for Informal Carers* that will give the required consent to attend an excursion or activity. The Statutory Declarations last for 12 months. A new declaration is to be signed at enrolment each year.

The Assistant Principal will provide at enrolment an outline of the program and support services. This will be provided in the VCAL Student and Parent Handbook. Carers upon signing the enrolment form will be giving consent to all onsite learning activities that have been mapped to the VCAL learning outcomes and where a Prace College staff member is present.

For offsite excursions and structured workplace learning activities the Excursions Policy and Procedure and the Practical Placements Policy and Procedure will be followed respectively. Both of these procedures ensure Carer permission is obtained prior to the activity commencing.

Emergency Management

Refer to the campus specific Prace Emergency Management Plan, and the Critical Incidents Policy and Procedure for details regarding Prace emergency responses to:

- Fatality
- Violent / threatening behaviour
- Serious injury
- Serious assaults / sexual assault
- Siege / hostage / firearms
- Disappearance or removal of a person
- Bomb threat
- Collapse / major damage to building or equipment
- Motor vehicle collision / impact with Organisation
- Impact by equipment / machinery / aircraft
- Earthquake or other natural event
- Fire in building / bushfire
- Fumes / spill / leak contamination by hazardous material
- Outbreak of disease
- Flood / windstorm

Excursions

Duty of Care - applies not only during normal educational classroom activities, but also during local, non-local and major excursions. Duty of Care applies from the time of departure from Prace, for the duration of the activity/ excursion and until students/clients have been dismissed from the excursion. Duty of Care requires that staff should take all reasonable measures to ensure the safety of any student or client under their care.

Refer to the Prace Excursions Policy and Procedure for more information.

First Aid

Prace is committed to providing and ensuring that every care is taken to prevent accidents as per the Prace OH&S Policy and Procedure. However, in the event of a staff member, student or volunteer having an accident or becoming ill, every attempt will be made to ensure the sound management of that person to prevent an exacerbation of the situation and to secure necessary medical treatment. Refer to the Prace First Aid Policy and Procedure for procedure details.

Health and Safety

Prace has an Occupational Health and Safety Policy (OH&S) and a range of OHS procedures including:

- OH&S Procedure
- Anaphylaxis Management Policy and Procedure
- Asthma Management Policy and Procedure
- Sunsmart Procedure
- Accident and First Aid Procedure

The Occupational Health and Safety Policy and Procedure provide a policy statement, general principles, roles and responsibilities of staff. The Prace OH&S Committee meet bi-monthly and is responsible for overseeing the monthly OH&S checks, emergency drills and a range of other OH&S tasks. OH&S information and responsibilities are addressed at staff and student inductions. For staff, OH&S updates are provided at staff meetings and through the Staff Intranet. Students are informed about OH&S via the Prace College Student and Parent Handbook and are encouraged to feedback OH&S concerns to their teacher and the course coordinator.

Mandatory-Reporting Responsibilities

Refer to the Prace Child Safe Reporting Policy and Procedure which outlines staff responsibilities in relation to the reporting of child abuse and child sexual abuse including in relation to

- Mandatory reporting obligations
 - all adults in Victoria
 - professional groups mandated to report a reasonable belief of child physical or sexual abuse to child protection authorities, including VIT Registered teachers, youth workers, registered psychologists, school principals
- Reportable Conduct Scheme

The Prace Child Safe Reporting Policy and Procedure is in place to ensure children's rights to be safe. These policies are consistently maintained and each child enrolled at Prace is protected against physical and sexual abuse, and neglect.

Medication Distribution (with Carer consent)

Prace recognise that there may be times when staff need to administer medication to a student either in an emergency or when requested by a Carer, when the student under 18, and is unable to self-administer.

Prace has several trained first aid trained staff at each campus. Prace can arrange staff to administer medication to students under 18 if required and if consent is provided by the Carer. Written consent shall be filed by the relevant campus administration officer in the student's file.

Prace's duty of care is to administer the correct dose of medication according to written instructions received by the Carer. These instructions must contain directions for storage and administration.

Prace will ensure that medication is stored securely in the Assistant Principals office in a locked drawer or cabinet at each campus, along with a copy of the written consent from the Carer. This is not near the first aid kit, but it is accessible by the staff member responsible for the administration of it.

Medication must be in its original bottle or packaging and must be clearly labelled with the name of the student, time and dosage to be administered. The expiry date of the medication must be visible.

Prace will ensure that privacy of the student is maintained in relation to medications and illnesses.

Prace may need to seek clarification from the student's medical practitioner and will seek permission to do so if the need arises.

Prace does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.

For students with asthma, anaphylaxis or allergies, Prace staff will follow the relevant Anaphylaxis or Medical Conditions Management policies and procedures. For other illnesses or medical emergencies, Prace follows the First Aid policy and procedure.

In the event of medication needing to be administered to a student under the age of 18, a Medication Administration Log is to be completed and filed in the student's file which is kept in the Assistant Principals office at each campus.

Teachers of students requiring medication must be informed by the Assistant Principal or their delegate and the student must be released from class to obtain the medication from the Assistant Principals office.

The Principal, EO and Senior Managers have access to the students' files that contain all relevant information regarding the student.

If a student under 18 needs to be provided with medication on an ongoing basis an updated Student Medical Information form is to be completed, along with an individual health condition management plan. Both documents shall be filed in the student's file. See the Medical Conditions Management Policy and Procedure.

Prevention of Bullying and Harassment

Refer to the Bullying and Harassment Policy and Procedure that provides guidelines to all staff, students and volunteers of Prace.

Staff

All Prace College staff are provided with ongoing professional development to enhance their knowledge and skills. PD is addressed in the yearly staff appraisal and also during supervision. Refer to Staff Management Procedure for more information.

Prace require all teaching staff to have appropriate qualifications to deliver and assess accredited curriculum at Prace. Copies of qualifications are kept on file.

All staff at Prace are required to have a current Working with Children Clearance / VIT registration and a National Criminal History check. Refer to the Staff and Volunteer Screening Checks Policy and Procedure for specific guidelines.

Structured Workplace Learning and Work Experience

Prace considers the welfare and duty of care of students in relation to their participation in Structured Workplace Learning and Work Experience. Refer to the Prace Placement with Employers Policy and Procedure. The Procedure details staff requirements where students are under 18 years of age as well as for those over the age of 18.

Student Code of Conduct

The Prace Student Code of Conduct is given to all students at the time of Enrolment. The Code of Conduct will provide students with information about their rights and duties in relation to providing a safe, welcoming learning environment for all students and staff.

Student Supervision

Legal duty of care requires Prace staff to take all reasonable measures to ensure the safety of the students at all times in class, lunch times and during breaks. Students are also supervised to, from and during excursions. Teachers, youth workers and education support workers supervise the students. Refer to the Student Supervision (Prace College) Procedure for more detail.

Support Services

Prace has support structures in place which address the identified needs of the students enrolled in Prace courses including VCAL. Students are offered and referred to outside services where required. This includes but is not limited to; housing, drug and alcohol, family counselling. Prace works closely with these agencies and is often required to attend 'Care Team Meetings'. For students under the age of 18, discussions are held with Carers (where appropriate) before moving forward.

When a student presents with an issue, they can choose to speak with either one of the teachers, youth workers, education support workers, program coordinators or the Assistant Principal.

If the student speaks with someone other than the Assistant Principal or Program Coordinator, it will then be referred up to them and a plan of action will be devised and appropriate people be notified.

When a student has presented with an issue, relevant staff will be notified of the action plan. This plan and any further notes will be placed in the students file in the Assistant Principals office.

Students will be provided with lunch each day and have access to breakfast if they want it. This is at no cost to the student.

Students have access to fresh fruit and vegetables once a week to take home.

Students have access to personal care packages which include shampoo, conditioner, toothbrush, toothpaste, comb, deodorant and body wash if they are experiencing homelessness or hardship.

Prace employs youth workers, a psychologist and education support workers dedicated to supporting the VCAL program.

This is outlined in the Prace College Student and Parent Handbook which is given to the student upon enrolment and is gone through with the student.

The Assistant Principal will at the enrolment interview, assess the students learning support needs in consultation with the student and will endeavour to meet the needs of that student by

- Accessing external disability services
- Recommending reasonable adjustments to delivery and assessment to teaching staff
- Providing adequate access and facilities
- Referring students to appropriate services when required

Glossary

OH&S –Occupational Health and Safety

Related Documents

Access and Equity Policy
First Aid Policy and Procedure
Anaphylaxis Management Policy and Procedure
Asthma Management Policy and Procedure
Bullying and Harassment Policy and Procedure
Child Safe Policy
Child Safe Reporting Procedure
Complaints and Appeals Policy and Procedure
Critical Incidents Policy and Procedure
Equal Opportunity and Non-discrimination Policy
Emergency Management Plan
Excursions Policy and Procedure
Computer, Internet and Email Usage Policy and Procedure
Medical Conditions Management Policy and Procedure
OH&S Policy and Procedure
Placement with Employers Policy and Procedure
Privacy Policy
Staff and Volunteer Screening Checks Policy and Procedure
Student Supervision (Prace College) Procedure
Sunsmart Procedure

Medication Administration Log
