

STUDENT ENGAGEMENT AND WELLBEING (WELFARE) POLICY

May 27, 2019

This policy was last ratified by School Council on

Purpose

The purpose of this policy is to ensure that all students and members of our school community understand:

- A. our commitment to providing a safe and supportive learning environment for students
- B. expectations for positive student behaviour
- C. welfare support available to students and families
- D. our school's policies and procedures for responding to inappropriate student behaviour.

Buninyong Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing (welfare) and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

Scope

This policy applies to all school activities, including camps and excursions.

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2. School values, philosophy and vision
3. Engagement strategies
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Policy

1. School profile

Established in the 1870's, Buninyong Primary School is a Foundation to Year 6 primary school located in the historic township of Buninyong on the outskirts of Ballarat, approximately 110 kilometres from Melbourne. The school includes a second campus at Scotsburn, six kilometres away on the Geelong side of Buninyong. Scotsburn and Buninyong operated as separate schools for many years, coming together as one school in 1994.

The school's enrolment figures have steadily grown during the review period, increasing from 650 students in 2015 to around 690 currently (52 at the Scotsburn Campus). It is anticipated that enrolment numbers will remain steady over the coming few years. Students are largely drawn from the Buninyong, Mt Helen and from the wider rural communities surrounding the township of Buninyong and Scotsburn area. Three country bus runs transport students from outlying areas. The school's Student Family Occupation (SFO) of 0.2988, decreasing marginally over the period of the strategic plan from 0.3256, indicates the expected performance of student achievement to be above that of State means.

The physical environment at Buninyong Primary School encompasses:

- Extensive, well maintained grounds which have undergone major works during the review period, with a focus on providing students with a range of play options.
- A full-sized gym, music room, art room and library;
- Class sets of iPads for F – 3 and a 1:1 BYOD iPad program for students in grades 4-6

The staffing profile of Buninyong Primary School consists of:

- Principal class - Principal and 2 Assistant Principals, one leading Teaching and Learning and the other Student wellbeing (welfare)
- Two Leading Teachers, one as Campus Head at Scotsburn and the other leading ICT across the school.
- Two Learning Specialists, one with a focus on Literacy and the other on Numeracy.
- Teaching staff- 38
- Administration and Education Support staff – 13 including a part-time Business Manager

An inclusive, comprehensive curriculum based on the Victorian Curriculum is provided, with documented scope and sequence materials in the major dimensions of English and Mathematics. The learning program is complemented by specialist programs in Japanese, Physical Education, Visual Arts and Music.

2. School values, philosophy and vision

Buninyong Primary School's Statement of Values and School Philosophy is integral to the work that we do and is the foundation of our school community. Students, staff and members of our school community are encouraged to live and demonstrate our core values of respect, honesty, commitment, compassion and optimism at every opportunity.

Our school's vision is individually we strive, together we learn, daring to create our future. We also want to fully equip our students to contribute positively to society as happy, healthy young adults.

Our Statement of Values is available online at: <http://www.buninyongps.vic.edu.au>

3. Engagement strategies

Buninyong Primary School has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

Universal

- high and consistent expectations of all staff, students and parents and carers
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing (welfare)
- creating a culture that is inclusive, engaging and supportive
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- deliver a broad curriculum including intervention and extension programs, to ensure that students are able to access supports to ensure their growth and passion in various subjects maintains strong
- teachers at Buninyong Primary School use an instructional framework to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons
- teachers at Buninyong Primary School adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching
- our school's Statement of Values are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the VOTS (Voice of the Students) program and other forums including year group meetings and focus groups. Students are also encouraged to speak with their teachers, Year Level Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through family group sessions, school concerts, athletics, music programs and peer mediation programs
- all students are welcome to self-refer to Year Level Leaders, Assistant Principals and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning

- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
 - Respectful Relationships
 - Bully Stoppers
 - Safe Schools
- programs, incursions and excursions developed to address issue specific behaviour (i.e. drumbeat programs)
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- buddy programs, peer mediation programs

Targeted

- each year group has a Year Group Leader/Coordinator, a senior teacher responsible for their year, who monitors the health and wellbeing (welfare) of students in their year, and act as a point of contact for students who may need additional support
- all students are encouraged to undertake goal setting as part of their self-management and learning path development
- connect all Koorie students with a Koorie Engagement Support Officer
- all students in Out of Home Care will be appointed a Learning Mentor, have an Individual Learning Plan and will be referred to Student Support Services for an Educational Needs Assessment
- Buninyong Primary School assists students to prepare for secondary school transition through a tailored program of events and learning activities
- wellbeing (welfare) and health staff will undertake health promotion and social skills development in response to needs identified by student wellbeing (welfare) data, classroom teachers or other school staff each year
- staff will apply a trauma-informed approach to working with students who have experienced trauma

Individual

- Student Support Groups, see:
 - <http://www.education.vic.gov.au/school/principals/spag/participation/pages/supportgroups.aspx>
- Individual Learning Plans, Behaviour Support Plan and Safety Plans
- Program for Students with Disabilities
- referral to Student Welfare Coordinator and Student Support Services
- referral to ChildFirst, Child Protection, Headspace
- Navigator
- Lookout

Buninyong Primary School implements a range of strategies that support and promote individual engagement. These can include:

- building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances
- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plans, Behaviour Support Plans and/or Safety Plans
- considering if any environmental changes need to be made, for example changing the classroom set up
- referring the student to:
 - school-based wellbeing (welfare) supports
 - Student Support Services

- Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst
- Re-engagement programs such as Navigator

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances and health and wellbeing (welfare)
- collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student
- monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family
- running regular Student Support Group meetings for all students:
 - with a disability
 - in Out of Home Care
 - and with other complex needs that require ongoing support and monitoring.

4. Identifying students in need of support

Buninyong Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student wellbeing (welfare) team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing (welfare). Buninyong Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers

Referral process for parents/carers:

Parents/carers who have concerns about their child's welfare, should contact their classroom teacher for an initial discussion. From there, an assistant principal may engage with the family and provide access to support services.

5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, discrimination or intimidation

- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team.

6. Student behavioural expectations

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values. Student bullying behaviour will be responded to consistently with Buninyong Primary School's Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school community, Buninyong Primary School will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- warning a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- referral to the Year Level Coordinator
- restorative practices
- detentions
- behaviour reviews
- suspension
- expulsion

Suspension and expulsion are measures of last resort and may only be used in particular situations consistent with Department policy, available at:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx>

*** Corporal punishment is prohibited in our school and will not be used in any circumstance.***

7. Engaging with families

Buninyong Primary School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

Evaluation

Buninyong Primary School will collect data each year to understand the frequency and types of wellbeing (welfare) issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs. This policy will be reviewed on an annual basis.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21
- SOCS

Further Information and Resources

- Commission for Children and Young People: [Child Safe Standards](#)
- Buninyong Primary School: [School Values](#)
- School Policy and Advisory Guide: [Duty of Care](#)
- Buninyong Primary School: Bullying Prevention Policy (Link to come)
- Buninyong Primary School: Duty of Care Policy (Link to come)

Review Cycle

This policy was last updated on 27th of May, 2019 and is scheduled for review in May, 2022.