



A SAFE AND SUPPORTIVE ENVIRONMENT

General

The NSW Board of Studies Registered and Accredited Individual Non-Government Schools (NSW) Manual requires that a school must have in place policies and procedures to ensure that it provides a “*safe and supportive environment*” for all students. Examples are provided below of the various types of policies required to be put in place by your school in order to meet these requirements.

Support

1. The School wishes to promote a learning environment where teachers and pupils should be mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the School. The School encourages consultation between all members of the School community in matters which affect them.

Security

2. The School will implement measures designed to promote the safety and wellbeing of students, particularly having regard to its professional judgement as to what is required and will include in its consideration such matters as :
 - (a) Appropriate levels of supervision;
 - (b) Security of buildings;
 - (c) Procedures in case of fire;
 - (d) Use of grounds and facilities;
 - (e) Travel on School-related activities; and
 - (f) Other appropriate matters.

The implementation of these requirements and procedures will be monitored for compliance from time to time.

Supervision

3. Appropriate measures will be taken by School staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the students involved.

Conduct

4. The School will put in place a Code of Conduct for staff and students which will be supplemented from time to time by specific rules and directives. The Code of Conduct will include such matters as:
 - (a) The rights and responsibilities of students and staff within the School community;
 - (b) Behaviour management;
 - (c) The role of any School leadership system (or equivalent) in the School and the monitoring of that system; and
 - (d) The management and reporting of serious incidents.
5. The School will establish and implement appropriate behaviour management practices for students, consistent with the philosophy of the School and with other aspects of this Policy.
6. The School will implement a student leadership system.

Complaints and Grievances

7. The School will have in place processes for dealing with complaints and grievances raised by students and/or parents. These procedures will incorporate, as appropriate, principles of procedural fairness.

Pastoral Care

8. Students will be made aware of, and have access to, appropriate pastoral care arrangements and access to, and use of, counselling within the School.
9. The School will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.
10. Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner.

Communication

11. The School will provide both formal and informal mechanisms to facilitate communication between those with an interest in the student's education and well-being. This may include communications between some or all of the following: student; parent or guardian or other significant family member of the student; teacher; counsellor; Principal; representative or an appropriate government, welfare, health or other authority.

Welfare procedures for students undertaking distance education, outside tutoring, courses/subjects with an external provide or student taking up alternative residential/accommodation arrangements for the purposes of their schooling.

12. All of the above policies and procedures will apply when the School has made arrangements for students of the School to undertaking courses, subjects, tutoring or other education either on or off-site or where the School has made alternative residential arrangements for the purposes of their schooling.

13. Teachers, staff and any other persons involved in the provision of education or other services for students of the School who are undertaking courses, subjects, tutoring or other education either on or off-site which have been arranged by the School, in the provision of accommodation for students for the purposes of their schooling, will be subject to the requirements of relevant child protection legislation.
14. Any student undertaking distance education, outside tutoring, or accessing accommodation arranged by the School but outside of the School will have equal access to counselling and other student welfare services as appropriate.

All of the above policies will be implemented in a manner that is appropriate to the School, its students and the Community and with regard to the relevant legislative requirements that apply to the School and the students within its care.