

FSAC Ltd

Board Policy 5 of 15

Student Welfare Management Policy

2019

| Document Approval and Version Control | |
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| Contact Officer Position: Manager Human Resource and Compliance | Next Review: 1 October 2019 |

1. POLICY STATEMENT

The Board regards the safety, welfare and wellbeing of the children and young people in its care and the provision of safe College environments as paramount and essential to attaining FSAC's Constitutional objectives.

SPECIAL NOTE: This Policy should be read in concert with Policy No. 2 Student Protection in Anglican Schools Policy and Procedures which deals with matters of harm, sexual abuse or inappropriate behaviour. The Student Protection policy and procedures must be kept at the forefront when considering and implementing the contents of this policy and associated procedures. In the event that reasonable suspicions exist that harm, and/or sexual abuse has occurred or is likely to occur, the Student Protection Policy and Procedures must be followed.

1.1. Scope

This policy and its affiliated procedures, applies to all College students, employees (paid or unpaid, full time, part time, casual, volunteers) and other persons such as parents/carers, contractors and consultants associated with the Colleges and associated entities.

1.2 Principles

In the event that Chaplains are involved in any matters covered by this policy and in light of the fee for service arrangement with the Diocese, the matter will be immediately referred to the Diocese for appropriate action.

The Board's commitment to the protection of children in its care is based on the following principles:

- Students (both enrolled and visiting students) in the Colleges' care are entitled to enjoy safe and nurturing environments free from harm, bullying and unsafe practices or environments.
- Staff members, contractors and volunteers at FSAC Ltd. are expected to reflect the highest standards of care in their behaviour towards and relationships with students.
- Members of the College communities must not, under any circumstances, harass or bully students of the Colleges.
- Due to the authority of the relationship that exists between a staff member and a student, a student cannot "consent" to harassment or bullying.
- Failure to behave in an appropriate manner may result in disciplinary action being taken. For a staff member it may result in termination of employment and for a student it may result in expulsion.
- Protecting students from harassment and bullying is fundamental to maximising their personal and academic potential.
- The Colleges recognise that people who are subjected to harassment and bullying may be harmed by it.
- The welfare and best interests of the child will always be a primary consideration.
- The Colleges will respond diligently and in the appropriate manner and in a timely fashion to reports of harassment or bullying of a student.
- Student management practices will be administered with respect and in a manner which maintains the student's dignity.

1.3 Legal and Other Reference Material

- The Colleges will act fairly and reasonably towards an employee or volunteer who is the subject of allegations of harassment or bullying.
- The Colleges will not permit people to work in a position if, it believes on the basis of all information available that, if the allegations against them were wholly or partly true, there would be an unacceptable risk that others might be harassed or bullied.
- Reprisals against a person making a complaint under this policy and affiliated procedures will not be tolerated. Any incidents of reprisals will be dealt with swiftly and diligently.

Refer to Appendix 1 for a list of relevant Acts and Regulations associated with this policy.

1.4 Affiliated Authorities

The following policies and procedures support this policy:

- Policy No. 2 Student Protection in Anglican Schools Policy and Procedure
- Policy No. 3 Duty of Care Policy
- Policy No. 9 Staff Management Policy
- Policy No. 14 Volunteer Management Policy
- College specific Working with Children Check (Blue Card) Procedures
- Complaints Management in Anglican Schools Procedure
- 5.1 Student Anti Bullying Procedure
- 5.2 Student Cyber Safety Procedure
- 5.3 Student Pastoral Care Procedure
- 5.4 Student Self Harm Procedure
- 6.4 Grievance Management Procedure

2. ACCOUNTABILITIES

Specific Accountabilities

The Board and College Council will:

- Ensure that the Colleges have in place relevant written processes as required in Section 10 (Health, safety and conduct of staff and students) of the *Education (Accreditation of Non-State Schools) Regulation 2001*;
- Ensure that staff, students and parents are made aware of the Colleges' student welfare and protection related processes;
- Ensure that staff are trained in implementing the processes and that the Colleges are implementing the processes;
- Ensure that the processes are readily accessible to staff, students and parents;
- Ensure that the Colleges have written complaints procedures to address allegations of non-compliance of related written processes;
- Ensure that the Student Welfare Policy is reviewed annually;
- Maintain strict confidentiality of all allegations of harm or inappropriate behaviour in accordance with relevant legislation.

The Principal will:

- Adopt and implement the Board's Student Welfare Policy;

- Adhere to this policy and procedures and relevant College procedures in activities and behaviours;
- Ensure that all employees are trained in implementing legislative and policy requirements relating to protecting students from harm or the risk of harm;
- Ensure that all volunteers and visitors to the College who have regular contact with students are made aware of their obligations under this policy;
- Ensure through selection, appointment and training that each employee for whom they are responsible understands and fulfils the requirements of this policy and procedures;
- Ensure that employees, volunteers and visitors involved with students know that they must refrain from any behaviour which is inappropriate and could be considered to constitute harassment or bullying of a student/s;
- Ensure that their College has written processes about the health, safety and conduct of its students and employees which are consistent with relevant legislation;
- Ensure that all students and parents are aware of and have access to the processes for dealing with concerns of harassment and bullying of students;
- Protect the identity of the person who notified the College of the harassment and bullying of students unless that person consents otherwise;
- Ensure that their College has written processes about the appropriate conduct of its staff which are consistent with legislation regarding the protection and safety of students;
- Ensure that all students and parents/carers are aware of and have access to the processes for the reporting of behaviour which is of a harassing or bullying nature.
- Ensure that the College has a written complaints procedure to address allegations of non-compliance of related written processes (refer No.6.4 – Grievance Management Procedure)
- Maintain strict confidentiality of all allegations of harassing or bullying behaviour;
- Ensure that appropriate support is provided to students and staff if related to a student harassment and/or bullying allegation or concern, for example pastoral care and/or counselling services.

Staff will:

- Be fully conversant with the staff code of conduct;
- Adhere to this policy and procedures and relevant College procedures;
- Ensure that they attend and/or complete relevant training and information sessions as required;
- Ensure that their behaviour neither encourages nor supports behaviours in others that undermine the purpose of this policy (refer Code of Conduct for Staff);
- Refrain from any behaviour which is considered inappropriate or could lead to the harassment or bullying of a student, (actual or perceived bullying);
- When becoming aware of or reasonably suspecting that harassment or bullying has or is likely to take place, report the

matter to the Senior Leadership team member responsible for Student Pastoral Care or their delegate.

- If the alleged harassment or bullying relates to the Principal a report is to be completed and provided to the Chair of the College Council or their delegate;
- Report all concerns of harassment, bullying or other inappropriate behaviour of another employee or volunteer towards a student, to the Principal or their delegate;
- Protect the identity of the notifier of the harm unless that person consents otherwise: and
- Maintain strict confidentiality of all allegations of harm or inappropriate behaviour in accordance with relevant legislation.

Volunteers will:

- Ensure that their behaviour neither encourages nor supports behaviours in others that undermine the purpose of this policy;
- Refrain from any behaviour which is considered inappropriate or could lead to harassment or bullying of a student;
- At all times during the course of their voluntary role or visit to the College, practise safe behaviours;
- Immediately report to either their supervising staff member or the Principal all suspicions or concerns they may have or have formed about any form of student harassment or bullying; and
- Maintain strict confidentiality of all allegations of harm or inappropriate behaviour in accordance with relevant legislation;

Students will:

Students are encouraged to seek assistance, advice and/or support, where they are concerned for their safety or the safety of others, from the appropriate staff member responsible for Student Pastoral Care, Student Protection or the Principal where appropriate.

Students are required to consider the rights and safety of others. These include:

- Respect for their peers;
- Respect for all school staff, volunteers and visitors; and
- Respect for safe practices including the following of reasonable directions and practices

Students are not to be prevented from discussing any concern of this nature with any college staff member or person they identify as a trusted adult.

3. **POLICY ADMINISTRATION**

In accordance with policy development and review protocol this policy will be recorded as an authorised policy approved on the date shown on the front of this policy document.

The policy will be reviewed twelve months from the date of the approval shown herein. Notwithstanding the scheduled review, should any circumstance change materially before the 12 month review period, the policy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

**Legal and Other
Reference Material**

- *Civil Liability Act 2003 (Qld);*
- *Criminal Code Act 1899 (Qld);*
- *Child Protection Act 1999 (Qld);*
- *Child Protection Regulations 2011(Qld);*
- *Education (Accreditation of Non-State Schools) Act 2017 (Qld);*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld);*
- *Education (General Provisions) Act 2006 (Qld);*
- *Education (General Provisions) Regulation 2017 (Qld);*
- *Education (Queensland College of Teachers) Act 2005;*
- *Education (Queensland College of Teachers) Regulation 2016;*
- *Education and Other Legislation (Student Protection) Amendment Act 2003 (Qld);*
- *The Education and Training Legislation Amendment Act 2011 (Qld);*
- *Faithfulness in Service in Schools: A Code of Conduct Developed for School Principals*
- *Working with Children (Risk Management and Screening) Act 2000;*
- *Working with Children (Risk Management and Screening) Regulation 2011;*
- Policy No. 2 Student Protection in Anglican Schools Policy and Procedure
- Staff Code of Conduct
- The College Vision, Mission and Values Statement