



Student Care, Safety & Welfare Policy

Introduction

Mildura Christian College, its Principal and its staff owe a duty to take care of students whilst they are involved in College activities or are present for the purposes of a College activity.

The emotional, physical and spiritual wellbeing of students at Mildura Christian College is important in their success at school, whether in the classroom or in the playground. Students who feel safe, settled, valued and cared for are more likely to achieve. This document outlines policy statements about how the school will work with parents to provide programs, encouragement and support for students to meet their personal, social and learning needs. Clear school rules and behaviour management strategies, well understood values, strategies to recognize achievement and excellent support structures for students combine to provide an environment where students can feel safe and valued and their welfare can be paramount.

Duty of Care Owed to Students

Mildura Christian College, its Principal and its staff owe a duty to take care of students whilst they are involved in College activities, or are present for the purposes of a College activity. This duty of care is non-delegable meaning that it cannot be assigned to another party.

The College's duty extends to taking:

- reasonable measures, with regard to all the circumstances, to protect students from risks of harm and injury that should have been reasonably foreseen; and
- reasonable care that any student (and other person) on the premises will not be injured or damaged by reason of the state of the premises or of things done or omitted to be done in relation to the premises
- reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.

Standard of Care: Teaching Staff

The standard of care required is that of a 'reasonable' teacher. This means that the duty of care owed is the duty one would expect from a hypothetical teacher with normal skills and attributes exercising their professional judgment. The duty owed to students is not an absolute duty to ensure that no harm will ever occur, but a duty to take reasonable care to avoid harm being suffered.

Standard of Care: Non-Teaching Staff, Volunteers & External Providers

Non-teaching staff, volunteers (including parent/carer volunteers) and external providers also owe a modified duty of care to protect students from risks of harm that reasonably ought to be foreseen. This duty is only undertaken when the duty is consciously passed from a teacher to a non-teaching staff member, volunteer or provider, and accepted by that individual.

For example, a teacher may ask a non-teaching staff member to accompany a student to a different area of the College. While normally this staff member may not owe a standard duty of care to that student, as they have accepted the duty to care for and supervise the student passed from the teacher, they now must protect that student from foreseeable risks of harm.

Students' Individual Circumstances

Individual circumstances will determine what constitutes reasonable care. The following issues may be considered in assessing the reasonableness of the level of care in any particular circumstance:

- the student's age, experience and capabilities: younger students require more care than mature students
- physical and intellectual impairment: students with disabilities are exposed to higher levels of risk of injury than students without a disability
- medical condition: special care must be taken to protect students with known, or ought to be known, medical conditions which expose them to a higher risk of injury (e.g. asthma or epilepsy)
- behavioural characteristics: the level of care is increased where students are known to behave in a manner that increases the risk of injury
- the nature of hazards present: increased care is required if the College activity has an inherently high level of risk of injury or the activity takes place in a hazardous environment
- any conflicting responsibilities the College or teacher may have
- normal practices and procedures within the College.

These factors should be taken into account when planning student activities.

Orientation

Upon commencement at the College all students will be guided through an orientation process. For prep students, this will be provided by the Prep teacher. For all other students this will involve a student leader (usually a house captain) and will include the following:

- tour of the College facilities
- identification of College boundaries
- introduction to school rules and student expectations
- explanation of the timetable and bells
- presentation of personal College Bible



Child Safety

Mildura Christian College is a child safe school. We are committed to ensuring that the children who attend our school are safe and protected. Our goal is to maximise learning and fulfil potential for all our students in a Christian environment that is nurturing, comfortable, inspiring and, above all, as safe, secure and compassionate as possible. This, we believe, is how children best learn, grow and flourish.

The College has developed a comprehensive Child Safety program including a Child Safety Policy, Child Safety Code of Conduct, Child Safety Recruitment and Selection Policy, and a Child Safety Risk Register.

Discipline Program

Mildura Christian College will provide a clear behaviour management plan that provides direction and both positive and negative consequences for behaviour choices at school. Further information can be found in the College's Discipline Program.

Student Leadership

Opportunity will be provided to students to fill leadership roles amongst their peers. This will be primarily achieved through a "house" program which allows students to nominate and vote for their choice of house captain. A primary boy captain, primary girl captain, and secondary captain will be appointed for each of the three houses. House captains will provide encouragement, support, and organisation for their house at the various sporting events such as the swimming carnival, cross country, athletics carnival and student convention. House captains will also be called on to perform leadership duties at special events as well as orientation days, open days, etc.

ICT and the Internet

Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. Mildura Christian College is committed to the responsible and educational use of ICT and the internet as well as the protection of students by providing secure access to these services as part of their learning experience.

Further information can be found in the College's Information and Communications Technology Policy, Cyber Safety Policy, and Internet & Local Area Network Student Acceptable Use Policy.

First Aid

All students of Mildura Christian College should feel confident that they will be treated with great care and respect in the event they require first aid. Staff will be trained in the delivery of first aid and adequate supplies will be kept on hand at all times. Full details can be found in the College's First Aid Policy.

Recording Student Incidents

Recording of student injuries, incidents of harm (e.g. bullying) and "near misses" is central to Mildura Christian College's obligation to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.



A near miss is an incident that could have resulted in an injury or illness, but did not. For example, if a student trips over uneven flooring but doesn't injure themselves, this is a near miss.

The recording of these incidents is key to ensuring that risks of further injury are effectively mitigated, and corrective actions can be implemented.

The recording and analysis of data relating to student injuries/harm over time provides key information as to the types of safety hazards that exist within the College and assists us in continuing to develop a safe environment for all our students.

To assist in the student injury/harm recording process Mildura Christian College has developed the following systems and procedures.

Student Injury Register

Mildura Christian College maintains a register of all student injuries and near misses within Sentral.

Reporting Student Injuries

Student injuries and near misses are reported through Mildura Christian College's online incident management reporting system in Sentral.

Reporting Incidents or Bullying

Any incidents of bullying must be recorded in the Wellbeing module of Sentral.

Attendance

The College will monitor and respond to student absences according to the College's Attendance Policy.

Supervision

The College will provide adequate supervision of all students during the school day as well as during school activities and camps.

At school:

MCC staff members will be assigned responsibility for the supervision of students during all scheduled recess and lunch breaks. In addition a staff member will supervise students for twenty minutes before the commencement of the school day and for twenty minutes at the end of the school day. While on supervision duty, staff will wear high visibility vests to make them readily identifiable to students. Supervising staff will also carry a small first aid kit with basic supplies as well as information on students who are deemed to be at high medical risk due to asthma, anaphylaxis or other similar condition.

Off site:

All students (both primary and secondary) will be supervised by MCC staff when engaged in off-site school activities such as excursion and camps.

Supervision Ratios:

The Principal will be responsible for determining the appropriate level of supervision at school as well as during off site activities. When making that determination the principal will consider the following:



- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of any excursion
- the activities to be undertaken
- any other relevant factors.

All excursions will be under the direct control of a teacher employed by MCC. All excursions will have at least two excursion staff members present. At least half of the excursion staff will be teachers employed by MCC. The Principal will waive these requirements only under exceptional circumstances after giving due consideration to the points listed above.

All overnight excursions for secondary students with a mixed gender group will have both male and female excursion staff. Wherever possible the same condition will apply to primary student groups, however, this condition may be waived by the Principal if suitable staff are not available.

The following table shows the minimum student to staff member ratios for various excursions:

Type of excursions	One excursion staff member* per:
Day excursions	<ul style="list-style-type: none"> • twenty students.
Overnight Camps	<ul style="list-style-type: none"> • fifteen students
Overseas tours	<ul style="list-style-type: none"> • ten students

*An excursion staff member may be any of the following:

- MCC teacher
- Other adults on a volunteer or paid basis such as:
 - parents or carers
 - education support staff
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities

External Providers

An external provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.

Providers may include:

- another school
- a registered training organisation
- an organisation not registered as an education or training provider.



Documentation

For each external provider approved by the College, we maintain documentary evidence:

- that the external provider complies with the provisions of the Working with Children Act 2005 (Vic)
- that the external provider is familiar with our Child Safety Policy and our Child Safety Code of Conduct
- of the identity of the student(s) undertaking the course(s)
- of the suitability of the external provider(s) accessed by the College to deliver the course(s), including, where relevant, evidence of certification of the provider(s) by appropriate agencies
- of the agreement with each external provider including identification of the respective responsibilities of the College and the provider
- of the procedures in place to ensure that the requirements are being met and will continue to be met for the course(s) of study delivered by each external provider.

This documentation is maintained by the Principal and copies of all documents are stored in the School Network.

Restrictive Interventions

In discharging its duty of care, the College may need—in exceptional circumstances—to use restrictive interventions as a necessary last resort in order to protect a student or others from harm. Procedures for when it may be necessary to use restrictive interventions to protect the safety of a student and members of the College community can be found in the College’s Restriction of Students Policy.

Visitors

Any visitor arriving on site must report immediately to the College office where they will be signed in as a visitor. Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

- All visitors will be required to report to Reception at the Administration Office prior to undertaking any activity within the school, where they will be required to sign a “Visitors” book and will be assigned a “Visitor” badge which they must wear at all times within the school.
- Similarly, visitors will be required to report to Reception at the end of their visit to return their badge and to “sign out” in the Visitor’s book.
- Visitors may require a Working with Children Check
- Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.
- Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the College boundaries outside College operating hours.
- The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.



- Visitors must comply with directions of school staff if an emergency evacuation or lock down takes place while they are on the College site.

Communication

This policy and many of the other policies relating to the care, safety, and welfare of students is made available to parents on the College website as well as the Sentral parent app and portal. Information will also be provided to the school community through newsletters and College assemblies. In addition, important information is provided to students and parents through the College diary issued to every student.

Last Reviewed: October 2021

Review frequency: Annually

