



School Policies and Procedures

Enrolment and Withdrawal Procedures

The procedure for enrolling in and withdrawing from the school is outlined on the school's website.

Discipline Procedures

If a student behaves in an unacceptable way, the following steps will be taken

First Step	Warning and consequences of continued misbehaviour will be explained to the student.
Second Step	The student will be counselled by the school principal.
Third Step	Parents will be informed and requested to attend a meeting together with the student, with the school's principal, to try and resolve the problem.
Fourth Step	The student may be suspended or expelled from the school.

Grievance Procedures

The school adheres to the Department's *Guidelines for Parent/Guardian Complaints* procedure. A copy of the document can be downloaded from the Department's website at:

<http://www.education.vic.gov.au/school/teachers/teachingresources/discipline/languages/Pages/clsschools.aspx>

Anti-Bullying Policy

The School does not tolerate harassing or bullying behaviour by any member of its staff or student body. Every member of the School has a responsibility to refrain from harassing or bullying others, to actively discourage harassment and bullying and to support all parties involved in situations of potential conflict.

Breaches of school policy will be immediately acted upon by the Principal, and where appropriate, by the School Committee.

Students who complain of bullying can rely on staff to investigate their complaint promptly and in a thorough and confidential manner. Staff will respond to any acts of harassment or bullying immediately and positively.

In its aim to protect its students and staff from bullying and harassment, the school is taking steps to prevent the harm that can be caused by the misuse of online technology.

Equal Opportunity Policy

The school operates in accordance with Victorian and Commonwealth equal opportunity legislation which aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination and sexual harassment; and provide redress for people whose rights have been breached. All employees, students, parents, school council members, contractors and volunteers are required to act in accordance with equal opportunity, anti-discrimination, harassment and vilification legislation.

Privacy Policy

A school may instead choose to use and link to the Victorian Department of Education and Training's information privacy policy at

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

The school is committed to protecting the privacy of personal information. The school is required by the Privacy Act 1988 (Cth) (Privacy Act) to comply with the National Privacy Principles (NPP), subject to the other provisions of the Privacy Act. The NPPs regulate the way personal information is handled throughout its life cycle, from collection to use and disclosure, storage, accessibility and disposal.

To the extent required by the Privacy Act:

- The school will not collect personal information unless that information is necessary for one or more of our functions or activities
- The school will collect personal information only by lawful and fair means and not in an unreasonably intrusive manner

To the extent required by the Privacy Act, the school will take reasonable steps to:

- make sure that the personal information that we collect, use and disclose is accurate, complete and up to date
- protect the personal information that we hold from misuse and loss and from unauthorised access, modification or disclosure
- destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act

The school collects personal information for a range of purposes, including to:

- process applications for membership and membership renewals
- manage the membership lifecycle
- record and maintain membership details and profile information
- coordinate payment of fees to the school
- provide teachers with adequate information for them to plan their classes
- communicate information about the school to members, for example term schedule and newsletters and School website
- notify members about school events

The school may contact parents/guardians in a variety of ways, including by post, email, SMS or telephone call. In performing our functions and activities, we may need to disclose personal information to third parties. Third parties with whom the school may share personal information include, where appropriate:

- government and regulatory bodies such as the Ethnic Schools Association of Victoria (ESAV) and Department of Education and Training for funding purposes
- financial institutions for payment processing.

Parents/guardians should contact the school if they have any queries about the personal information that the school holds about the way it handles that personal information.

Student Attendance Policy

Students are required to attend classes on a regular basis. Absences may mean that students miss assessments and may not have the opportunity to demonstrate achievements of the relevant standards.

Classes may be cancelled in cases of extreme heat. Extreme heat is defined as when the predicted temperature for the school day exceeds 40°C. The Bureau of Meteorology (BOM) website will be used as the definitive source of the forecast. During periods of elevated temperatures, all parents should monitor the predicted temperature to prepare for any eventual cancellation of classes.

Child Safe Standards and Working with Children Check Policy

The school complies with current Child Safe Standards and all staff, volunteers and committee members are required to have a valid Working with Children Check or current Victorian Institute of Teaching registration. Copies of these are to be kept on file.

Management of Personnel and Resources

Staff Professional Learning

All staff are required to undertake a minimum of 20 hours of professional learning each year

Record Keeping Practices

The school maintains accurate records of all financial transactions. Student records such as enrolment forms and attendance records are also held in accordance with the school's privacy policy.

Annual Reporting

The school will prepare and circulate a report of all activities on an annual basis. Audited annual financial statement for financial activities

Child Protection Policy

IF ANYONE AT THE SERVICE HAS SUSPICIONS OF ABUSE, CONSULT THE DEPARTMENT OF HUMAN SERVICES VICTORIAN CHILD PROTECTION SERVICE TO ASSESS WHETHER A CHILD IS AT RISK OF SIGNIFICANT HARM



WHEN SOMEONE WITH MANDATORY REPORTING OBLIGATIONS HAS REASONABLE SUSPICION OF ABUSE, THEY NEED TO CONTACT THE CHILD PROTECTION CRISIS LINE 13 12 78 VICTORIA POLICE 000 (URGENT MATTERS)



CONSULT THE SERVICE'S CHILD PROTECTION POLICY FOR MORE INFORMATION

CHILD PROTECTION

National Law & Regulations

Sections 162A, 166, Regulations 84, 168

The approved provider must ensure:

- Each nominated supervisor and person in day-to-day charge of the service has successfully completed the child protection training (if any) required in their state or territory – child protection training may be required under a state or territory law, a government protocol or under another instrument such as a state government memorandum of understanding .
- The nominated supervisors and staff members at the service who work with children are advised of the existence and application of the current child protection law in the relevant jurisdiction and understand their obligations under that law.
- policies and procedures are in place in relation to providing a child safe environment.

Child Protection

Children have the right to be free from harm, and to play, learn and be cared for in a safe and secure environment. Brunswick Sinhala Language School's early learning professionals are committed to the protection and physical, emotional, and intellectual wellbeing of your child.

Child Safe Environment

Brunswick Sinhala Language School is committed to ensuring that all aspects of children's safety are protected in our learning settings and must comply with mandatory reporting regulations. Our educators and families visiting the centre are required to be aware of all gates and doors as they enter and exit the premises, and to be conscious of children's safety when using the car park and driveway entries and exits.

Brunswick Sinhala Language School meet the requirements for 'suitable premises' including:

- premises, furniture and equipment are safe, clean and in good condition with adequate lighting
- premises, furniture and equipment are appropriate for the age of the student cohort
- students have access to a recreational space

- students have access to appropriate, adequate and convenient toilet facilities
- premise includes safe drop off and pick-up access
- where the facilities are shared with other occupants, classes are conducted in separate, dedicated spaces.

Incident Management

Brunswick Sinhala Language School's employees follow recommended health and safety guidelines and procedures in the event of a child-related accident or injury, and all our centres have qualified first aid officers on duty.

Any incidents that may occur are recorded in an illness/ injury report and provided to all families, and we investigate each issue to make changes to practice or the physical environment where necessary. If child requires medical treatment, other than first aid, and we are unable to contact Parents, we will take any steps necessary to ensure that child is appropriately cared for. This could include contacting the identified emergency contact for the child or calling emergency services. It is important that information about emergency contact and authorised nominee list is up to date at all times. Brunswick Sinhala Language School comply with regulatory requirements that all incidents are communicated to families within 24 hours and all notifiable incidents are reported according to regulations.

Extreme Weather Policy

Extreme weather can present as a hazard to students' and staff members' health and wellbeing. Extreme weather is considered to be weather conditions too cold, wet, hot, windy or unsafe.

Purpose:

1. To provide a safe and healthy school environment that takes into consideration the needs of all students, staff and visitors including those who may suffer from pre-existing conditions.

2. To provide guidelines and processes to accommodate extreme weather conditions. **Implementation:**

1. All staff are to be aware of current impending weather conditions throughout scheduled breaks in a typical school day and on all outdoors activities within and outside of the school grounds.

2. An extreme weather timetable will be called by the Principal, Assistant Principal or nominated staff member.

3. The Principal, Assistant Principal or nominated staff member may decide on days of impending extreme weather to:

- shorten the recess or lunch breaks of outside play
- call an extreme weather timetable for the entire school day This decision will be based on current weather conditions and information from the Department of Meteorology.

The decision will be set and monitored and if weather conditions change, the decision will be updated, and staff informed.

4. Extreme weather timetables will be called in the event of, but not limited to, rain, storms, high winds and heat (above 40 degrees)

5. When planning outdoor activities, staff will make allowances for extreme weather conditions based on predicted weather conditions.

6. An extreme weather timetable will be prepared, and teachers will organise appropriate indoor activities (games, movies etc.) for students in their class. Duty staff will then supervise.

7. All teaching and non-teaching staff are aware of and implement their duty of care during extreme weather timetables.

8. Students and staff must follow the Sun Smart guidelines of wearing an approved hat when outdoors - September 1 to April 30 and are encouraged to supply and apply their own sunscreen. No singlets are to be worn on free dress days, excursions or camp.

9. On days of impending extreme hot weather, students are advised to use the shaded areas of the playground and to drink water on a regular basis.

10. Staff taking Physical Education and Sport classes are to make appropriate decisions in regard to the type of and location of activities on days of extreme weather or impending extreme weather.

11. Staff who work outside (gardeners, PE teachers, yard duty teacher etc.) should ensure they follow Sun Smart guidelines, including appropriate school SunSmart hats, sunscreen use (SPF 30+) and have adequate hydration.

12. The Brunswick Sinhala Language School Council should ensure there are enough shelters and trees to adequately shade the school grounds, particularly in the following spaces:

- where students congregate for lunch
- outdoor lesson areas
- popular play areas
- assembly areas
- sporting grounds/pools. Staff to advise and encourage students to use these areas

13. When the UV Index is 3 and above, families and visitors participating in and attending outdoor school activities should also be encouraged to use a combination of sun protection measures.

Sun Safety and Heat Stress

Brunswick Sinhala Language School are committed to ensuring all learning professionals and children maintain a healthy ultra-violet exposure balance and are suitably protected when exposed to the sun.

Brunswick Sinhala Language School learning staff model and promote sun protection measures, and children learn about sun safety and are encouraged to wear hats and suitable clothing in outdoor environments. We ensure the sun protection measures in all Australian states are applied in accordance with individual state and Cancer Council recommendations.

It's important to use all five SunSmart steps whenever UV levels reach 3 or higher.

1. **Slip on covering clothing** that covers as much skin as possible.
2. **Slop on SPF30 (or higher) broad, spectrum, water-resistant sunscreen** to any parts of skin not covered by clothing. Apply sunscreen 20 minutes before going outside and reapply every two hours. The widespread use of sunscreens on babies under 6 months is not recommended. Visit the SunSmart website for more information.
3. **Slap on a broad-brimmed hat** that shades the face, neck and ears. Caps do not provide enough protection and are not recommended.
4. **Seek shade.** Remember some UV rays can still reach you in the shade, so continue to use all forms of sun protection.
5. **Slide on** wrap-around sunglasses. Make sure they are labelled AS1067 so you know they have very good UV protection. Toy sunglasses do not protect the eyes and are not recommended. Some retailers sell baby sunglasses with a soft band that holds them in place on baby's head; always supervise your baby to ensure they don't pose a strangulation hazard.

Collection of Children

Purpose of this policy -To ensure Brunswick Sinhala Language School have procedures in place for the safe collection of students from school, both during and after normal school hours.

Principals must ensure parents/guardians are aware of the procedures to collect students during school hours advised of the school's supervision times after school while students wait to be collected.

School Arrangements

Note: Parents are responsible for the collection of students from school or a school activity.

School Supervision: Every Sunday during normal school terms 9.00am – 9.30 am – A teacher on duty on the basketball court area and the front gate area (inside the school) Classrooms open at 9.30am and ends 12 .30 pm

Arranging for student collection during school hours

This table describes how Brunswick Sinhala Language School should manage a request for a student to be collected from school during school hours, particularly primary students.

Parents	Collect their child from school or authorise a relative or friend to collect their child. Notify the school if they are going to late to make alternative arrangements for collection of their child/ren.
School	Must only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child
School	If the authorised person collecting the student is not known to the school, verification of identity using suitable photo identification (such as a driver's licence) must be sighted by school personnel.
School	Brunswick Sinhala Language School must record the student collection details using the form/format provided at Child Pick-up Authorisation Form <ul style="list-style-type: none"> • Date and time • Reason for the collection • Person who received the child (including this person's signature).

Note: Only where a student is considered to be sufficiently mature (i.e. secondary students) to leave the school grounds independently they are able to do so with a valid reason and the knowledge and consent of their parents.

Arranging for student collection After school hours

This table describes how Brunswick Sinhala Language School should manage a student who is normally collected from school but is still at school beyond normal collection time, particularly primary students

School	Attempt to contact: the parents, the emergency contact person identified in the school records and other known contacts. The principal/coordinator is not required to accede to a demand, request, instruction, or demand from a parent of a student at the school to supervise their child after the end of the school day. The principal/coordinator is not legally required to comply with the request of a parent that his / her child be supervised after the end of the school day until their ability to collect them.
Parent	Children cannot be left at the school office should a parent determine they will be late for collection. It is the parents' responsibility to collect their child and provide supervision not the school or to make alternative arrangements.
School	Leave details of the student's whereabouts with the school office and or with friends of the student, emergency contacts or next-door neighbours. Should a parent not provide a reasonable solution or make alternative arrangements for collection, the principal/coordinator will implement following Department recommendation.
School	Consider contacting the police or Department of Human Services to arrange care and protection if: all reasonable attempts to locate the appropriate responsible adults, as per Stage 1 above, fail and it is well beyond reasonable collection time (30 minutes post end of the school day)

Principals must ensure parents/guardians are:

- aware of the procedures to collect students during school hours
- advised of the school's supervision times after school while students wait to be collected.

Note: Parents are responsible for the collection of students from school or a school activity.

Only **parents/guardians** and authorised nominees are permitted to collect.

Students from learning program, and we encourage all families to ensure these contact details and arrangements are kept up to date. So, we can always ensure the safety of your child, photo identification will be requested from any authorised nominee who is unknown to our learning staff. If child has not been collected from the centre by closing time and school unable to contact parents, School will contact the authorised nominees listed on child's enrolment form. In extreme circumstances where Brunswick Sinhala Language School is unable to contact one of authorised nominees by closing time, Brunswick Sinhala Language School will contact the necessary authorities for the safe collection of the child.

Sample form provided below:

Child Pick-up Authorisation Form

I am writing to advise you that my son/daughter.....

Will be leaving the school on at.....

due to (reason).....

Or

My child will be picked up by.....

By signing below, I verify that I have read and agree to the Student Pick-up policies described on the Pick-up Authorization Form, and authorize the Brunswick Sinhala Language School.

.....
Date

.....
Signature

Name Of The Teacher :

.....
Signature of the Teacher

To better ensure the safety of your child, we are asking that all parent/guardians fill out this Pick-Up Authorization Form. Please complete the form at the bottom of this page and return it along with your registration form. If this form is not thorough and complete, we the Brunswick Sinhala Language School will not release your child to anyone who you have not included on this Pick-up Authorization Form.

All of the precautions for releasing students are to insure the safety of your child and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies regarding student pick-up. If the pick-up person is someone not on your list, we will require a written note be sent to our receptionist before the end of your child's class with your signature authorizing the non-listed person to pick up. A follow up phone call will be made to parents confirming the written authorization. We cannot accept phone call pick-up unless you provides the name and photo I.D. of the person who you appoints to pick-up your child. In this situation you will be asked to verify your identity before appointing someone over the phone call to pick-up your child.

Picture I.D. is required for all individuals picking up a child. Please notify the people on your list that photo I.D. will be requested by the instructor or receptionist prior to releasing your child. This also applies to anyone you authorize in a written note to pick up your child. Your child will only be released to the person named on your list and or person you authorised over the telephone call after verifying the person with their picture I.D. We know that emergencies and unusual situations happen, however we encourage you to restrict the people who pick up your child to the ones on the Pick-up Authorization Form. If changes need to be made to this list during the course of the school year, please visit the receptionist to complete a new form.

Infectious Disease Control and Unwell Children

To minimise the risk of transmission of infectious disease, our procedures focus on the quick and effective response to a suspected or identified infectious disease. In the case of a suspected or confirmed infectious disease, Brunswick Sinhala Language School works with families, public health units and medical practitioners to ensure the safety and wellbeing of all children, families and staff in the centre. Children diagnosed with infectious disease will be excluded from the centre using the guidelines in 'Staying Healthy' or until medical clearance has been provided. To prevent the spread of infectious disease, we encourage families to fully immunise their children in accordance with the Department of Health and Ageing's National Immunisation Program Schedule. Non-immunised children may be excluded.

PHOTOGRAPHING AND FILMING STUDENTS POLICY

The purpose of this policy is to explain to parents/carers how Brunswick Sinhala Language School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn. Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).

Brunswick Sinhala Language School will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events. Brunswick Sinhala Language School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards. An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

Withdrawal

Students may apply to withdraw from a course at any time during a teaching period. Depending on the date of withdrawal and the teaching period of enrolment, different outcomes will arise including withdrawn course grades and financial liability. To withdraw from the course, parents must advise school **in writing**. Verbal withdrawal requests cannot be accepted under any circumstances.

Visitors to the Centre

PURPOSE:

1.1 To provide a safe and secure environment for all students, staff, volunteers and visitors.

1.2 To establish the rights and responsibilities of volunteers and visitors whilst engaging in approved school activities, including their legal rights.

1.3 Brunswick Sinhala Language School is educational institution and are not public places; therefore, this policy seeks to provide a safe, open, and friendly learning environment which values and actively encourages volunteers and visitors to our school.

Brunswick Sinhala Language School has strict regulations in place around the supervision and identification of authorised visitors to our centres, to ensure your child's safety and wellbeing. These may include maintenance staff undertaking facilities work, a health department employee or a workplace health and safety inspector. Records are kept regarding the time spent in the centre and purpose for visit, and all visitors will be supervised by the Centre Director or Supervisor.

To provide a safe and secure environment for all of our students, staff and resources and to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open, inclusive and inviting nature of our school.

1. Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a Working with Children Check.
2. All visitors shall report to the school office when arriving or leaving the school premises. Visitors are required to sign the log in book when both arriving and leaving, including printing their name, signing, and recording the date and times and purpose of the visit.
3. On arrival all visitors shall be requested to wear a visitor's badge when on school premises. This must be returned when exiting the school.
4. All school visitors must comply at all times with CLA policies, administrative rules and school regulations.
5. Staff should inform reception of expected visitors so that they can be directed to the correct staff member.

Staffing Arrangements

At Brunswick Sinhala Language School we ensure legislated staffing ratios and qualification requirements are met at all times. We are also committed to ensuring our workforce is appropriately motivated and experienced for its critical role in enhancing children's learning and development. They achieve this by developing warm, respectful relationships with children, by creating safe environments for children, and by encouraging children's active engagement in their learning programs

Students with Special Needs Policy

For the purpose of this document, "Students with Special Needs" refers to those students who have physical conditions, cognitive/neurological conditions, circumstances or behaviours that may interfere with or impede school progress and who require special educational arrangements or provisions. They may require some adaptations to the regular school setting, curriculum and/or instructional style to enable them to learn and develop.

All students should have equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their educational programs.

Following the Rights and Requirements for students with disability.

1. The uniqueness of each individual and the diversity of student abilities, needs and learning styles are recognized and valued.
2. All students are provided with a quality education that maximizes individual development and achievement.
3. Placements and support provisions will be determined by individual learning needs, the type and level of support required and the school's ability to meet individual needs.
4. Curricula provisions will be developmentally appropriate, with maximum opportunities for meaningful participation, active engagement and positive learning outcomes.
5. Particular considerations, specific provisions and additional support are given to those with disabilities and special needs.
6. All resources are wisely selected and effectively utilised.
7. Supporting students with disabilities and special needs is seen as a whole school responsibility.

First Aid Policy

First Aid

In line with the First Aid Regulation of the *Occupational Health and Safety Act, 2004*, community languages schools must have first aid policies and procedures that include the following components:

- **First Aid** which is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- **First Aid Officer** who is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
- **First Aid Equipment** which includes first aid kits and other equipment used to treat injuries and illnesses.
- **First Aid Facilities** which includes first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

The following policy in relation to First Aid applies to Brunswick Sinhala Language School:

- Brunswick Sinhala Language School need to have a First Aid Policy and Procedures.
- Brunswick Sinhala Language School must nominate a First Aid Officer *for each of their campuses*.
- Brunswick Sinhala Language School must ensure that there is an adequate number of *trained First Aid Officers who have a current certificate on each School campus*.
- The First Aid Officer is responsible for ensuring that a Register of Injuries and Treatment is maintained up to date. (See Appendix 5.1 for an example of an Accident Register).
- Brunswick Sinhala Language School must ensure that First Aid Equipment, including a First Aid Kit, is stored *on each School campus*.
- The First Aid Officer is in charge of the Kit and must ensure it is properly maintained.
- Brunswick Sinhala Language School must ensure they have a list of students with allergies and their allergy plan i.e. *Individual Anaphylaxis Management Plan*.
- Brunswick Sinhala Language School must display well-recognised, standardised first aid signs to assist in easily locating First Aid Equipment and Facilities.

First Aid Kits should be kept in a prominent, accessible location and be able to be retrieved promptly. Access should also be ensured in security-controlled workplaces.

Complaints & Grievances Policy

This policy applies to concerns, complaints and grievances made by a student or parent/caregiver excluding complaints and/or grievances among employees which are addressed by the Managing Workplace Complaints Policy.

The best educational outcomes can be achieved in a school where all stakeholders' relationship is operating effectively. High standards of conduct and behaviour need to be maintained by all stakeholders of the school. Issues, complaints and grievance management procedures must be in place and be effective and communicated to all stakeholders to ensure any issues, complaints or grievances that arise within and amongst stakeholders can be resolved.

<u>Who</u>	<u>What for</u>
Classroom Teacher	Student learning matters, class discipline, friendship issues, homework, issues outside of school that may impact on learning, etc...
Member of the School Leadership Team	Continuation of issues raised with classroom teacher; school wide matters (traffic, school policies and procedures, etc), grievances with other parents, etc
Principal	Continuation of unresolved issues; student protection concerns, serious breaches of the Parent Code of Conduct, etc
CLA office	Continuation of unresolved issues

Most complaints are best resolved promptly at the local level. In schools, the classroom or subject teacher is often the best person to handle routine concerns about matters within their classroom and/ or area of responsibility. Some complaints will need the involvement of the Head of Department, another member of the Leadership Team or the Principal. As issues are clarified, a complaint may be handed to another suitable person (for example, a teacher). Few complaints should require management at the Director level. Some complaints received at the Director or executive level may also be suitable to be referred to the school or workplace.

Cyber Safe Policy

Key points:

- Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.
- Principals and teachers must understand their duty of care responsibilities and other school-based policies that work to support them such as the bully prevention policy, student engagement policy and acceptable use agreements.

It is essential that principals work in partnership with their staff and school community to:

- develop holistic policies that reflect the teaching and learning practices, strategies and technologies that are being used by teachers and students
- create clear processes and practices to manage classroom and online behaviour and respond to any incidents that may arise
- prepare curriculum plans that explicitly teach safe, responsible and ethical online behaviours
- implement and raise awareness of the school's policies, processes and plans

Cyber safety: refers to safe and desirable practices in online environments and the use of electronic and ICT equipment devices.

ICT Equipment/devices: in this document includes, but is not limited to, computers, laptops, tablets, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

Cyber Bullying: involves the unwanted use of electronic equipment devices to harass and cause discomfort to other members of the school community.

Behaving safely online means:

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting a parent/ guardian or teacher know if something is 'not quite right' These principles of safety and responsibility apply to internet and social media use at home and school.

Brunswick Sinhala Language School will:

- provide students with an awareness of the benefits and risks of using ICT
- integrate cyber safety education into the curriculum with other school safety issues
- promote staff awareness of the professional responsibilities for students' safety in the area of cyber safety
- provide professional learning in regarding cyber safety issues
- provide information for parents through avenues such as the school: information nights, newsletter, website, and posters
- liaise with outside agencies to offer education programs Cyber Safety Policy

Student Responsibilities

- To sign an agreement to abide by the school's cyber safety policy, that aims to prevent bullying and harassment
- Ensure that all material being accessed on the internet is appropriate

- Seek clarification about accessing websites or other sources of information where they may be unsure of content
- Ensure that student communications with other students, staff members and members of the outside community do not harass, vilify or attack personally other individuals. This includes, but is not limited to, written words and the posting of images
- Where ICT equipment devices are used out of school time, report any communications which are inappropriate to parent/guardians or a teacher.

Parent Responsibilities

- Support the school in encouraging responsible communication using ICT equipment/devices.
- To explain the internet use permission form to their child/children

School Responsibilities

- Promote safe and responsible use of ICT devices.
- Investigate and act upon all cases of misuse of ICT equipment and devices.

School based actions and consequences

- In accordance with the Student Engagement Policy, Student Code of Conduct and Department guidelines.

Evaluation:

- This policy will be reviewed annually.

Virtual classroom Policy

Due to the situation with COVID-19, Brunswick Sinhala Language School is implementing /Teaching/Volunteering from Home arrangements in order to continue teaching the Languages to students, we hope to:

- Minimise the workplace risk to the health and safety of our teachers and students, and the wider community; as well as
- Ensure that, as far as reasonably practical, privacy and confidentiality obligations continue to be met.

This policy will apply until Brunswick Sinhala Language School advises staff/volunteers of changes to, or termination of, these arrangements.

As far as reasonably practicable:

- all current school policies will remain in force including those relating to child protection, social media, bullying, harassment and discrimination.
- Brunswick Sinhala Language School will consult with Brunswick Sinhala Language School with respect to the application of this policy. Any concerns or queries should be discussed with the principal of the school.

Applies to:

- All committee
- All students
- All parents and guardians
- All teachers

Objectives:

The main objective of this Code of Conduct Policy is to keep all children and teachers who engage in remote learning during the Covid 19 pandemic safe.

Its purpose is also to guide parents, students and teachers to prevent online incidents, such as cyber bullying, stalking, 'zoom-booming' etc. by taking necessary precautions.

Brunswick Sinhala Language School need to be super clear that staff and volunteers cannot contact kids out of hours/session times without parents' consent and the school must make sure the kids and parents know this and what to do if the rules are broken.

2. Working Hours

Unless otherwise agreed all staff/volunteers are to maintain the same working hours that they would normally work.

As it is important that Brunswick Sinhala Language School is aware of your attendance you will need to comply with any directions such as regularly attending meetings, assigning activities to students.

Notice of Inability to Work

If you are unable to work for any reason, including sickness or caring responsibilities, we ask that you advise the principal as soon as possible.

3. Digital Teaching Platform

Teachers are to use zoom app or Google classroom to communicate with students and parents. Teachers must give constructive feedback to the students. If teachers are unable to login to Zoom, they must inform the Principal immediately.

Other communication methods can be used such as WebEx, ClassDojo, [Moodle](#), etc. A consent form must also be signed by the parents to allow their children to participate in a video conference.

All Zoom classes/meetings schedules must be discussed with the principal first for approval.

4. Working from Home - workplace health and safety

When you work from home, your work area becomes your "workplace" and it is important that we ensure, as far as reasonably practicable, that your workplace is safe.

If there is any immediate danger to your personal safety by working from home, please advise the Principal immediately. Work should not proceed until this danger has been effectively controlled or removed.

When working from home you are responsible for taking all reasonable measures to look after your own health and safety and that of anyone who may be affected by your work activities.

5. Maintaining Privacy and Confidentiality

All staff/volunteers are reminded of their privacy and confidentiality requirements. Care should be taken to ensure that:

- Hardcopy confidential and personal information is kept secure.
- Privacy and confidentiality are maintained when making work-related phone calls, participating in online meetings
- You remain vigilant to cybersecurity concerns
- If you suspect that there has been a data breach whether as a result of lost devices or hacking, phishing, or another external event, you must immediately notify the Principal or the Child Safe Officer.
- Make it clear for all students, they are not to share meeting invites with others.

6. Important Notifications

You must immediately notify the principal if:

- You, or someone in your household contracts COVID- 19
- You are placed in self-isolation as a result of contact with a person with COVID-19
- There is a personal safety hazard.
- There is a personal information data breach

- You become aware of a child protection incident or situation

7.Managing screen time and online safety

It's important you keep a balanced approach to home learning. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often.

It's also important that during this time of remote learning we maintain safe and responsible use of information and communication technologies. This includes:

- the appropriate use of digital platforms, privacy and information protection
- respectful online communication.

8.Student responsibilities during remote learning

You should adjust these responsibilities according to the age and stage of your child.

9.Student responsibilities include:

- regularly monitor digital platforms for announcements and feedback from teachers
- do their best work by completing tasks with integrity and academic honesty
- do their best to meet timelines and due dates
- communicate openly with their teachers and proactively raise any concerns or issues
- collaborate and support their classmates
- continue to abide by their school's behaviour guidelines

If Brunswick Sinhala Language School **launch virtual learning platforms and online classrooms it should review their existing policies and consider implementing specific guidelines.**

These might address, for example:

where students and staff or teachers **should be located** when they join virtual classrooms. For example, you might want to ensure where possible that individuals do not join virtual sessions from their bedroom, and school students are located in a common space in their house within earshot of parents unless they are having a confidential session (see below)

how staff, teachers and students interact with each other online, what are the do's and don'ts around language, sharing of any personal contact details and sharing of material during virtual classrooms

what staff, teachers and students should do if they are worried about someone or something they witness in an online platform? For example:

- are students able to report easily to a nominated person at the school?
- do staff and teachers know what to do and who to contact if a student becomes distressed during a session?
- are teachers able to contact parents if they are worried?
- are staff and teachers able to block a user if that user starts sharing inappropriate material in a virtual break-out session?
- do your staff and teachers know how to report any illegal content that might be shared online, both internally within your organization and externally to law enforcement?
- are managers or designated staff able to enter virtual classrooms to monitor lessons on an ad hoc basis?
- is the school storing messages so that it can review material afterwards if necessary, and is this being done in accordance with relevant privacy laws?

If it is necessary to have one-to-one counselling sessions virtually, how is the school or teachers protecting both the student and the counsellor? The same broad principles that apply to *in-person* sessions should also

apply to *virtual* sessions, including around letting parents know about sessions in advance behaviour and boundaries, recording and reporting. Specific considerations include:

- do you have a safety plan in place for each student, which sets out what action teachers should take if they think that a student is at significant or immediate risk of harm?
- can your teachers report to someone if they feel that a student might be developing a crush on them or if they feel that their behaviour might have been misunderstood?
- can you have a parent be present at the start of the session and be nearby in case the student needs support, whilst still maintaining the confidentiality of the session?

Preschool student management plan

Behaviour Management

Definitions

Normal challenging behaviour: Behaviour which disrupts others or causes disputes between children which is part of mastering their social environment and constructing personal boundaries.

Unacceptable challenging behaviour:

Ongoing behaviour that has not responded to the strategies set out under Procedures of this policy.

Ongoing behaviour that is placing the individual concerned, other children or staff at risk.

Policy Statement

Values

This centre is committed to the safety and well-being of all children in attendance. We believe in encouraging positive behaviour in all children and ensuring that all children are respected and valued as individuals. We believe that setting limits for behaviour is important for safety and protection of children, others and the environment. Ultimately, setting limits for behaviour aims to develop children's self-discipline.

We aim to help children learn the consequences of their behaviour and thus develop an understanding of how their actions affect others.

Purpose

In order that children can be treated consistently and master their social environment, staff need to have a positive approach to discipline which:

- Helps children learn what to do and why.
- Minimises the number of 'rules' so that those that are enforced are the important ones.
- Differentiates between the child and the behaviour.
- Allows staff to handle consistently normal challenging behaviour.
- Includes strategies for ongoing problems.
- Balances the rights of the individual child against the good of the group as a whole.
- Enables parents and staff to work together on issues of concern.
- Deals with threatening or dangerous behaviour.
- Deals consultatively and sensitively with issues that may arise from parents.

This document also aims to clearly outline statutory requirements by which the centre is governed regarding this policy, the important role of parents in the management of children's behaviour, and the priority of confidentiality regarding this issue.

The Committee:

- Ensures the early learning environment is safe for all children in attendance.
- Will approach the challenging behaviour of children in a positive age-appropriate way, showing respect and value for each child's self-esteem, development needs, personal influencing factors and individual parental and family backgrounds.
- Will ensure confidentiality for both parents and child when dealing with issues of behaviour management concerning an individual child.
- Will positively involve individual parents in issues relating to the management of their child's behaviour.
- Will abide by all relevant legislation which ensures the safety of the children and staff.

Procedures

Procedure for Managing the Normal Challenging Behaviour of Young Children For all children, staff should:

- Have appropriate age or developmental staff expectations of individual children.
- Be sensitive to the child as a whole, bearing in mind that many factors influence behaviour. Any one of a range of medical, health, family, preschool or emotional aspects could be the cause of his/her behaviour and needs.
- Avoid making a child feel frightened, ashamed, embarrassed, insecure or bad about him/herself. It is the behaviour, not the child that is inappropriate.
- Remember that young children need to have any successful experiences before they feel good about themselves and develop a positive self-image.

In setting limits for children, staff should:

- Be sure limits are reasonable and can be met.
- Be consistent in setting limits so that children are not confused by experiencing different approaches from each staff member.
- Use positive actions and words to guide children.
- Give brief and simple explanations when setting limits so that a child knows why the limit has been set.
- Remember, children need reminding about limits.

In encouraging appropriate behaviour, staff should:

- Use do's instead of don'ts to tell a child what to do (not just what not to do!). Praise the child for desirable behaviour. Avoid letting undesirable behavior be the best way of getting attention.
- Praise a child for good intentions, even when the child's intentions were carried out inappropriately.
- Remember to remind children how well they are playing, behaving etc.

In setting up an environment to minimise difficulties, staff should:

- Allow choices, but only if prepared to accept the child's decision.
- Eliminate the situations and physical set-ups that they know from experience, encourage inappropriate behaviour.
- Keep aware of possible difficulties so that they can minimise inappropriate behaviour before it happens. However, avoid stepping in too early, which may hinder children from solving the problem themselves or developing conflict resolution strategies.
- Aim for consistency in behavioural expectations (remembering children's individual needs), by ensuring all members of staff are aware of these expectations.

As professionals, each individual staff member should:

- Be consistent and show no bias or favouritism.

- Be positive role models.
- Be pro-active (knowing all the facts) not reactive.
- Value staff and parental consultation regarding children's behaviour.
- Be aware of one's own personal limits – seek assistance/withdraw from a situation if no longer being pro-active.
- Follow through the guidelines of the behaviour management policy.
- Maintain confidentiality regarding individual children's behaviour.

Resources

<https://esafety.gov.au/>

<https://www.esmart.org.au/esmart-schools/>

CLA Policy

Student Code of Conduct

Department of Education and Training website:

<http://www.education.vic.gov.au/school/principals/health/Pages/lol.aspx>

Internet Use Permission – Student Agreement

Parent Information on Internet Usage

A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students

<http://www.education.vic.gov.au/Documents/school/principals/health/lolincidents.pdf>

