

A Safe and Supportive environment

General

Ongoing development of community to support children.. Learning goes on inside and outside the classrooms at Kinma and we work to create a caring and safe community that respects, trusts and treasures each individual child

Support

The School wishes to promote a learning environment where teachers, students and parents are mutually supportive. The Kinma community respects each other and does 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

The School has measures designed to promote the safety and wellbeing of students, particularly having regard to its professional judgement as to what is required. Such decisions are based on the individual, and the individual in context with the class group and within the context of the whole school. This includes consideration of such matters as:

- appropriate levels of supervision; (Termly supervision rosters – out time and bus)
- security of buildings; (delegation of duties – all staff members and contracted cleaner)
- procedures in case of fire; (evacuation procedures – see practice and procedure)
- use of grounds and facilities; (hirers policy)
- travel on School-related activities; and (risk assessment, parental consent)
- other areas that arise from time to time in an ever evolving community.

The implementation of these requirements and procedures will be monitored for compliance as with all other practices within Kinma..

Supervision

Appropriate measures will be taken by staff and families 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

The School has in place Codes of Conduct for staff, students and parents which may be supplemented from time to time by specific rules and directives. The Codes of Conduct within policies include such matters as:

- the rights and responsibilities of students , staff and parents within the School community; (Code of Conduct, Behaviour Management Policy Parental expectation –enrolment form)
- behaviour management; (Behaviour Management Policy, Student Leadership, Community)

- Student leadership system through class, school, meetings and school board meetings (student Leadership Policy)
- the management and reporting of serious incidents. (Incident Reporting register)

Complaints and Grievances

The School has in place processes for dealing with complaints and grievances raised by students, staff and parents. These processes will incorporate, as appropriate, principles of procedural fairness. (Concerns Policy)

Student Wellbeing

Students are constantly made aware of, and have access to, appropriate support and guidance within the School. Kinma prides itself on the development of real relationship between student, staff and families. All staff have the responsibility to report to the education Co-ordinator and Manager any student that they believe require access to external student counselling. (generally this would be raised at bi-weekly staff meetings).

The School will take reasonable measures to identify students with individual 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. We have a part-time aide and an Education Co-ordinator who are available to support in this area. The Education Co-ordinator liaises with all teaching staff in regards to student learning. The School has relationship with other professional bodies (AIS, OT, Queenscliff Health, Chatswood Adolescent Services)

Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner.

Communication

The School provides 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; Manager; representative of an appropriate government, welfare, health or other authority.

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

Process:

Copy of policy is listed with all policies and noted in the Parents Handbook.

Copy of policy is issued to all staff on commencement of employment.

Copy of policy is included in the Kinma Board's Kit.

Copy kept with Premise Standards Register(back of staff meeting folder) is reviewed at each staff meeting and policy is reviewed term 1 of each year, unless new member of staff commences. Each new staff member is inducted by the Manager and Board member.

E+M Co-ordinator reports to the School Board on a termly basis.