



Warracknabeal Secondary College

Student Wellbeing and Engagement Policy

Child Safety statement: Warracknabeal Secondary College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount

Purpose

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing a safe and supportive learning environment for students
- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school's policies and procedures for responding to inappropriate student behaviour

Warracknabeal Secondary College is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

Scope

This policy applies to all school activities, including camps and excursions.

Contents

1. School profile
2. School values, philosophy and vision
3. Engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations
7. Engaging with families
8. Evaluation

Policy

1. School profile

Established in 1918, Warracknabeal Secondary College is a rural government school based in the prosperous country town of Warracknabeal, in the heart of Victoria's wheat-belt. In 2019 we had approximately 160 students enrolled from Year 7 to 12, with this predicted to increase to 180 in 2020. Our staffing profile consists one principal, one assistant principal, three leading teachers, one literacy specialist, six year level coordinators, 13 classroom teachers and 8 education support staff.

Warracknabeal Secondary College services an extensive rural community in the Yarriambiack Shire. Warracknabeal has approximately 2500 residents and the town is situated on the Henty Highway, by the gum-lined banks of Yarriambiack Creek. The town's name derives from an Aboriginal expression relating to the large red gums along the creek. Our school community is comprised of students living locally as well as many on farms. Students travel to school by walking, riding their bike or catching one of the many buses that operate during the school week.

2. School values, philosophy, and vision

We aim to empower students who come to Warracknabeal Secondary College to 'be able to choose a life that has meaning'. The five school values of Honesty, Respect, Resilience, Excellence, and Perseverance are embedded in the school culture and our students are recognised for displaying these attitudes through the Young Achiever Awards program.

The school community as a whole are encouraged to model the school values and being positive contributors to the lives of our young people.

Please refer to more information on the school values via this link <http://warracksc.vic.edu.au/young-achiever-awards.html>

3. **Engagement strategies**

Warracknabeal Secondary College has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

Universal

- high and consistent expectations of all staff, students and parents and carers
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing
- creating a culture that is inclusive, engaging and supportive
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- deliver a broad curriculum including VET programs, VCE and VCAL to ensure that students are able to choose subjects and programs that are tailored to their interests, strengths and aspirations
- teachers at Warracknabeal Secondary College use an instructional framework to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high impact teaching practices are incorporated into all lessons
- teachers at Warracknabeal Secondary College adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards and code of conduct set by the Victorian Institute of Teaching
- all staff at Warracknabeal Secondary College will be provided with the opportunity to participate in professional development related to student engagement and well-being
- our school's Statement of Values and Learning Practices are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents through the Young Achievers Awards
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Council, School Council representation and other forums including year level assemblies, surveys and Edmodo. Students are also encouraged to speak with their teachers, Year Level Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through school performances, athletics and music programs
- all students are welcome to self-refer to the Leading Teacher for Student Engagement, Student Wellbeing Coordinator, Year Level Coordinator, Assistant Principal and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
 - School Wide Positive Behaviour Support Framework
 - Respectful Relationships
 - Teen and Youth Mental Health First Aid
 - Reach
 - Smiling Minds
- opportunities for student inclusion
- year 10 buddy program (for incoming year 7 students)

- Warracknabeal Secondary College has a Well-being Café that is open to all students daily during lunchtime and as a part of the 'School Breakfast Club' program
- we have a fully operational canteen open two days of the week that promotes healthy eating, student leadership and fun on theme days
- Provide a child safe environment in accordance with the Child Safe Standards

Targeted

- each year group has a Year Level Coordinator, a senior teacher responsible for their year, who monitor the health and wellbeing of students in their year, and act as a point of contact for students who may need additional support
- all students from 7-9 set SMART goals based on their Learning Practices data each term
- all year 7 students participate in DRUMBEAT which is a structured learning program using music, psychology and neurobiology to reconnect with ourselves and others
- all year 8 students participate in the Rock and Water program which is aimed at providing young people with a pathway to self-awareness, increased self-confidence and social functioning
- all students from Year 9 and above will be assisted to develop a Career Action Plan, with targeted goals and support to plan for their future
- connect all Koorie students with a Koorie Engagement Support Officer, provide an Individual Learning Plan and conduct regular Student Support Group meetings with a referral to Student Support Services for an Educational Needs Assessment when required
- all students in Out of Home Care will be appointed a Learning Mentor, have an Individual Learning Plan and will be referred to Student Support Services for an Educational Needs Assessment
- Warracknabeal Secondary College assists students to plan their Year 10 work experience, supported by their Career Action Plan
- Warracknabeal Secondary College operates a Hands on Learning program two days of the week to meet the needs of our students who enjoying learning outside of a traditional classroom setting
- Mates Mentoring is available to our students
- wellbeing and health staff will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year
- staff apply a trauma-informed approach to working with students who have experienced trauma

Individual

- Student Support Groups, see:
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/supportgroups.aspx>
- Individual Learning Plan and Behaviour Support Plan
- Program for Students with Disabilities
- referral to Student Welfare Coordinator and Student Support Services
- referral to ChildFirst, headspace, CAMHS or CASA
- Lookout
- mandatory reporting protocols and ongoing support

Warracknabeal Secondary College implements a range of strategies that support and promote individual engagement. These can include:

- building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances
- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plan and/or a Behaviour Support Plan
- considering if any environmental changes need to be made, for example changing the classroom set up
- referring the student to:
 - school-based wellbeing supports
 - Student Support Services
 - Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances and health and wellbeing
- collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student

- monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family
- running regular Student Support Group meetings for all students:
 - with a disability
 - in Out of Home Care
 - Aboriginal or Torres Strait Islander
 - with other complex needs that require ongoing support and monitoring

4. Identifying students in need of support

Warracknabeal Secondary College is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Warracknabeal Secondary College will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers
- Safe Minds safety mapping tool

5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team.

6. Student behavioural expectations

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values. Student bullying behaviour will be responded to consistently with Warracknabeal Secondary College's Bullying policy. When a student acts in breach of the behaviour standards of our school community, Warracknabeal Secondary College will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures applied in the classroom are:

- The 5 R's
 - Reminder – that the Learning Practices are the expected behaviours
 - Redirect – explicit statement of what the student should be focussing on
 - Relocate – moved to a different spot within the classroom

- Remove – ask to move outside of the classroom for 5 minutes
- Reflection – sent to a senior classroom to complete set task

When a student reaches the Reflection stage of the process the Year Level Coordinator will arrange for a lunchtime or after school detention and a restorative conversation to be conducted with the teacher before the student resumes that class.

Disciplinary measures applied outside of class time can be:

- reminder of the expected behaviours for that area or setting
- warning a student that their behaviour is inappropriate
- withdrawal of privileges or removal from the area

Disciplinary measures applied at any time:

- referral to the Year Level Coordinator
- restorative practices
- detentions
- behaviour reviews
- Behaviour Support Plan and Student Support Group meeting
- suspension
- expulsion

Suspension and expulsion are measures of last resort and may only be used in particular situations consistent with Department policy.

Corporal punishment is prohibited in our school and will not be used in any circumstance.

7. Engaging with families

Warracknabeal Secondary College values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- families in Student Support Groups, and developing individual plans for students.

8. Evaluation

Warracknabeal Secondary College will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21
- SOCS

FURTHER INFORMATION AND RESOURCES

Links which are connected with this policy are:

- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx>
- <https://www.education.vic.gov.au/childhood/professionals/health/outofhomecare/Pages/about.aspx>
- <https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/report.aspx>
- <https://www.education.vic.gov.au/school/teachers/management/improvement/Pages/swpbs.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx>
- <https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/policies.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/koorie.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/wellbeing.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/bullying.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/disabilities.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/management/pages/humanrights.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/participation/pages/suspensions.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/participation/pages/expulsions.aspx>

Other student engagement and wellbeing related policies can be located on our website. Please follow this link <http://warracksc.vic.edu.au/policies.html>

PLEASE REFER TO THE MOBILE PHONE POLICY FOR FURTHER INFORMATION ON MOBILE PHONE USE AT SCHOOL.

REVIEW CYCLE

This policy was last updated on 19/10/2019 and is scheduled for review in October 2020.

Ratified by School Council

Date: October 19th 2020

Signed

Principal:



School Council President:



APPENDIX A:

WARRACKNABEAL SECONDARY COLLEGE STUDENT ENGAGEMENT POLICY & PROCESSES

1. Whole-school prevention statement

At Warracknabeal Secondary College our aim is to develop a robust learning community with positive management and engagement strategies that enable the highest level student learning outcomes. In terms of student engagement and wellbeing, we strive to:

- build a positive and orderly learning environment with clear student routines and high expectations for behaviour and uniform
- build positive and professional staff-student relationships
- communicate clear expectations about attendance, participation and positive social behaviours
- maintain effective partnerships with key agencies and student support services.

2. Rights and responsibilities

2.1 Guiding principles

Every member of the Warracknabeal Secondary College community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with dignity and respect.

2.2 Equal Opportunity

We recognise and accept the equality of men and women and people of all races, regardless of their religious or political convictions, their impairments or their age. Under the Equal Opportunity Act, it is unlawful to discriminate against a person based on their age, gender, sexual orientation, occupation, impairments, marital status, parental status, physical features, political beliefs, pregnancy, race, religious beliefs or personal associations.

2.3 The Charter of Human Rights and Responsibilities

We respect and promote the following four basic principles of human rights and responsibilities: freedom, respect, equality and dignity. When making decisions, we act compatibly with human rights and consider each of the following: the right not to be discriminated against; the right to privacy and reputation; the right to freedom of thought, conscience, religion and belief; and cultural rights. Staff, students and parents understand that with human rights comes a concomitant responsibility to respect the human rights of others.

2.4 Students with Disabilities

As detailed in the Disability Standards for Education, we are committed to making reasonable adjustments to accommodate a student with a disability, balancing the interests of all parties affected including those of the student with the disability, the school, staff and other students.

2.5 Bullying and Harassment

See our separate Anti-Bullying (including cyber-bullying) and Anti-Harassment Policy.

2.6 Rights and Responsibilities of the School Community

Our school rules, values, rights and responsibilities are prescribed so that students can enjoy a safe learning environment and actively pursue high levels of academic achievement and social and emotional development, with a view to becoming well-adjusted life-long learners. We are committed to building and maintaining a cooperative and supportive partnership between home and school to achieve positive outcomes for all students.

Rights and Responsibilities of Students

Rights	Responsibilities
<p>Students have a right to:</p> <ul style="list-style-type: none">• learn in a safe and secure environment where they can fully develop their knowledge and skills without intimidation, harassment, bullying or cyberbullying.• participate fully in the school's educational program• receive reasonable assistance to resolve school-related problems• receive ongoing communication and feedback about their progress	<p>Students have a responsibility to:</p> <ul style="list-style-type: none">• follow the Code of Conduct, staff instructions and uniform requirements• take responsibility for their own behaviour and learning• display positive behaviours, including courtesy, care and respect for the rights of peers, teachers and all members of the school community• care for the school environment• attend school regularly and participate fully in learning programs• develop into independent learners who set and achieve learning goals and manage resources effectively.

Rights and Responsibilities of Parents and Carers

Rights	Responsibilities
<p>Parents and carers have a right to expect that their child will be educated in a safe and secure environment where courtesy, care and respect for the rights of others are promoted.</p>	<p>Parents and carers have a responsibility to:</p> <ul style="list-style-type: none"> • ensure their child’s prompt arrival and regular attendance at school • show an active interest in their child’s schooling and progress • initiate and maintain regular and constructive communication with school staff regarding their child’s learning, engagement and wellbeing, including notifying the school of student absence as soon as reasonably possible • display and model positive behaviours and values

Rights and Responsibilities of Staff (Teachers/Educational Support and School Leadership Team)

Rights	Responsibilities
<p>Staff have a right to:</p> <ul style="list-style-type: none"> • teach in an orderly and collaborative environment • be informed about matters relating to students, within privacy restrictions, that may affect the teaching and learning program for students • be informed of the Childsafe standards and their responsibilities within these standards 	<p>Staff have a responsibility to:</p> <ul style="list-style-type: none"> • follow the VIT Teacher Code of Conduct, Warracknabeal Secondary College Professional Code of Practice, Professional Standards, and uphold an active, professional and positive presence, including Professional Learning. • consistently and fairly implement the Code of Conduct • display, model and teach the school values and positive social behaviours • acknowledge student efforts and results in both curriculum and behaviour • set the scene at lesson commencement and clearly communicate expectations • implement effective teaching strategies and use assessment data to drive teaching and learning • create and maintain safe and stimulating learning environments • initiate and maintain regular and constructive communication with students and parents about learning, engagement and wellbeing • organise connections for students with appropriate student services • To adhere to the Childsafe Standards

3. Shared Expectations

As a school community, we have a shared commitment to creating and maintaining a safe, stimulating and orderly learning environment that ensures all students can engage effectively in their education.

As a high priority, we will progressively develop a core set of school values with the school community. These values will be aligned with the human rights listed above: freedom, respect, equality and dignity.

We bring our school values to life through our behaviours and interactions with each other. We will display and model our school values through behaviours such as the following:

- Attending school on time and arriving promptly to each lesson
- Preparing properly for school and for each lesson
- Meeting appearance, dress and uniform standards
- Moving safely through the school environment
- Participating fully in learning activities
- Attentively following instructions
- Listening to each other
- Treating each other with respect, courtesy and fairness
- Valuing the particular individual strengths and differences of others
- Inclusive teaching and learning practices

- Demonstrating and monitoring our own learning progress
- Attempting learning tasks to the best of our ability
- Making appropriate choices, even without supervision

4. School Actions and Consequences

We encourage and support high levels of student attendance, engagement, learning and positive behaviours through a consistent set of whole-school practices, including the following actions:

- Establishing a safe, secure and inclusive learning environment
- Developing, modelling, teaching and encouraging a set of core school-wide values, rights and responsibilities and shared expectations
- Acknowledging positive behaviours and celebrating effort and achievement
- Discouraging inappropriate behaviours
- Empowering students to be involved in school decision-making and leadership activities
- Applying professional judgement to particular cases and incidents, and understanding individual students, their life circumstances and their particular learning and wellbeing needs
- Identifying students at risk of disengagement from learning in a timely manner
- Monitoring, measuring and communicating progress with students and parents in a timely manner
- Rigorously monitoring, recording and following up student absence in a timely and rigorous manner
- Implementing evidence-based early intervention processes and programs and regularly reviewing their effectiveness to ensure continued relevance
- Using out-of-class support strategies and Student Support Groups for students with at-risk behaviours, to repair relationships and to develop agreed goals and plans around learning and behaviour. In convening Student Support Groups, key stakeholders will be involved as needed, including parents, teachers, principal class officers, counsellors, psychologists and youth workers.
- Connecting to external student support services as appropriate
- Ensuring that students who have displayed unacceptable behaviours towards others can repair the relationship – for example by apologising, completing a reflection form and catching up on missed work.
- Implementing effective and supportive transition programs and processes into and out of the school, including student transitions between different learning areas and levels within the school

5. Discipline procedures – suspension and expulsion

We will only exclude a student from school in situations where all other measures have been implemented without success or where an immediate suspension is the only appropriate course of action in response to the student's behaviour.

In applying consequences for unacceptable behaviour, both the individual circumstances and actions of the student and the needs and rights of school community members will be considered at all times. Consequences are applied to provide the opportunity for all students to learn, to ensure the safety of staff and students, and to assist students with accepting responsibility for their actions.

Consequences which may be used prior to suspension include:

- Withdrawal of privileges
- Withdrawal from class if a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class. Where appropriate, parents or carers will be informed of such withdrawals.
- Detention: a student may be required to finish school work that has not been completed in the regular classroom or undertake other duties at a reasonable time and place, as instructed by their teacher. No more than half the time allocated for any recess will be used for this work, and in the case of an after-school detention, students will be detained for no more than 45 minutes. Students will be fully supervised during detentions. Parents or carers will be informed at least the day before the after-school detention and where family circumstances are such that the completion of after-school work would create undue hardship, we will endeavour to negotiate alternative disciplinary measures with parents or carers.

Suspensions – guiding principles

When the principal class officer determines that a suspension is justified, a Student Support Group meeting will be convened to provide a Notice of Suspension, explain the reasons for suspension, detail the school days on which the suspension will occur and where the suspension will occur, provide contact details for additional support services, and develop a Student Absence Learning Plan that outlines school work to be undertaken during the period of suspension.

In the case of a student putting the health, safety and wellbeing of themselves, staff or other students at significant risk, the principal may suspend a student immediately, scheduling a Student Support Group meeting within 48 hours of the student being suspended. When a student is suspended it will be for the shortest time necessary. If the suspension is for five days, a post-suspension Student Support Group meeting will also be scheduled.

In determining whether to implement an in-school suspension or an out-of-school suspension, we will consider the educational, social and emotional impacts on the student and the school community.

A record of suspensions will be maintained by the Principal. The Principal will complete the Notice of Suspension for each incident to be sent home. A copy will be placed in the student's file and in the Suspension folder in the Principal's filing cabinet. All suspensions will be documented on CASES by the Office ES personnel.

Expulsions – guiding principles

The principal may expel a student if, while attending school or travelling to or from school or engaged in any school activity away from the school (including travel to and from that activity), the student does anything for which they could be suspended and their misbehaviour is of such magnitude that, having regard to the need of the student to receive an education compared to the need to maintain the health, safety and wellbeing of other staff and students at the school and the need to maintain the effectiveness of the school's educational programs, an expulsion is the only available mechanism.

A Student Support Group meeting will be convened to explain the expulsion and provide the student and parents or carers with a Notice of Expulsion. Transition arrangements will then be implemented for the continuing education, training or employment of the expelled student.

A record of expulsions will be maintained by the Principal. The Principal will complete the Notice of Expulsion documentation. A copy of the Expulsion documentation will be kept in the Expulsion folder in the Principal's filing cabinet.