

Document current as at 31 March 2022. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

Marymede Catholic College > Student Duty of Care

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STUDENT DUTY OF CARE HOME PAGE

The College and its teachers owe a common law duty of care to take reasonable steps to protect students from any injury that may be reasonably foreseen. This requires teachers and principals not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury.

Marymede Catholic College has developed the following policies in response to student duty of care risks that we have identified.

Student Duty of Care Policies

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Student Duty of Care (Summary)
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Identifying Student Safety Hazards
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Class Placement and Change Policy

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Compressed Air & Gas
Electrical Safety
Fire Safety
Security (Physical)
Yard Duty: Areas, Times and Supervision Procedures

Extracurricular Activities

Transport & Traffic Management

Managing Third Parties

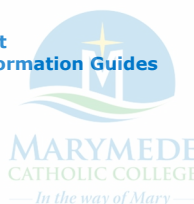
Excursions Policy - Master
Excursions Policy – Regular Off Campus Activities
Excursions Policy – Single Day Excursion
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Alcohol (Service within the Premises)
Event Management
Food Preparation & Handling
Catering Policy

Contractor Management
Contractor's Safety Information Guides
Visitor Management
Volunteer Agreements
Volunteer Management



Implementation

- Participate in relevant professional development programs;
- Notify the Principal immediately if they consider a student is at risk of committing an assault; and
- Notify the Principal immediately if they witness an assault against a student (including threatening and or intimidating behaviour).

This policy is implemented through a combination of:

- Staff training;
- Student education via ongoing age appropriate relationship and conflict resolution programs integrated into classroom learning;
- Effective monitoring and supervision of students;
- Identification of 'at risk' students and the undertaking of risk assessments where appropriate;
- Effective notification and investigation procedures;
- Effective communication procedures;
- Taking appropriate action against any student who commits an assault;
- Development of safety 'no-violence' culture within the college;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy Marymede Catholic College may take disciplinary action.

Related Policies

[Allergy Awareness Policy](#)
[Bullying Prevention & Intervention Policy](#)
[Drugs - Illicit \(Student Use Of\) Policy](#)
[First Aid Policy](#)

Alcohol (Students)

The Hazard - Alcohol - Student Use Of Alcohol is a depressant drug that slows brain activity responses and impairs co-ordination. The consumption of alcohol by students increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency. The effects of alcohol can be magnified when consumed in conjunction with other substances, including prescription drugs.

Marymede Catholic College's Policy Marymede Catholic College is committed to providing a safe environment for all our students, workers and visitors. It is our policy that:

- The purchase, possession or consumption of alcohol by students is strictly prohibited on college premises, at functions, excursions, camps, when representing the college, when wearing college uniform and in transit to or from college;
- While on college property or representing the college in any way, students are not permitted to be under the influence of alcohol;
- All students will receive age appropriate health and alcohol education to enable and support them to make informed choices, and to minimise the harm associated with alcohol use; and
- Referrals to counselling and support groups will be provided to students with alcohol related problems.

Dealing with a Student affected by Alcohol

Where a student exhibits obvious signs of intoxication a staff member shall:

- Isolate the student from his/her peers in a calm and controlled manner (if possible);
- If this is not possible and an impaired student refuses to cooperate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and attempt to calm the student until such time as other staff members are able to provide assistance;
- Ask the student to accompany them to the college administration office; and
- Contact the Principal or other appropriate senior member of staff to inform them of the situation.

The Principal shall then make an assessment of the student's condition and take appropriate action based on the facts. This may include contacting the student's parents/carers to inform them of the incident and requesting that they remove the student from the college grounds, and/or calling the police in the event that the student is acting in an aggressive or threatening manner.

Workers' Responsibility

All workers are responsible to ensure that:

- They follow the guidelines set out in this policy when dealing with a student that they believe may be under the influence of alcohol;
- All reasonable steps are taken to ensure the safety and welfare of students from both known and reasonably foreseeable alcohol related risks of harm and/or injury; and
- The Principal or other senior staff members are informed if they have reasonable grounds to suspect that a student is involved in alcohol related behaviour.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student education via ongoing age appropriate alcohol education programs integrated into classroom learning;
- Development of alcohol safe culture by promoting student awareness in alcohol abuse;
- Effective communication procedures;
- Effective incident notification procedures;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Related Policies

[Alcohol \(Service within the Premises\) Policy](#)
[Drugs - Illicit \(Student Use Of\) Policy](#)

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Marymede Catholic College > Student Duty of Care > Student Duty of Care (Summary)

[CompliSpace Staff Sign In](#)

Student Duty of Care (Summary)

Background

Duty of care is a legal concept that has its origins in the common law principle of negligence. Student duty of care not only underpins, but to a large extent drives, many of Marymede Catholic College's policies and practices.

This policy attempts to explain, in plain English:

- what "duty of care" owed to students means
- the impact of civil liability laws
- how teaching staff may discharge their duty of care to students
- the circumstances in which non-teaching staff, external providers and volunteers may owe students a duty of care.

Source of Obligation

The Victorian Registration Standards (**sch 4 cl 12**) (CECV Guidelines ref 4) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their legal obligations under those laws.

Under the Guidelines Marymede Catholic College is required to provide evidence in the form of the College's policies and procedures with respect to the duty of care owed to students.

Duty of Care Owed to Students

Marymede Catholic 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.

In accordance with the Guidelines, 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
- 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.

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 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, and Marymede Catholic College is a dual educational facility for St Mary's College of the Deaf. E
- 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.

Civil Liability Laws

The Commonwealth and all Australian States and Territories have enacted civil liability laws that apply in relation to claims for damages resulting from negligence.

These laws limit liability in certain circumstances including, in broad terms:

- the College does not owe a duty of care to warn of an “obvious risk”
- the College will not be liable for harm suffered as a result of the materialisation of an “inherent risk”.

The existence of civil liability laws means that issues of liability for student care claims in Australia will ultimately be determined by a complex mixture of legislation and common law (judge’s decisions).

In discharging duty of care responsibilities, the College and teaching staff must exercise professional judgment to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students’ independence and maximising learning opportunities.

Non-teaching staff, volunteers and external providers must exercise judgment appropriate in the circumstances.

To assist the College to discharge its safety responsibilities, Marymede Catholic College has developed an **Occupational Health & Safety Program** through which we identify potential safety hazards and analyse them in terms of the likelihood of an event occurring, and the potential consequences if the event was to occur. A similar risk based approach is taken with respect to **Student Duty of Care**, with the definitions of **likelihood** and **consequences** together with the **Risk Matrix** used in our Occupational Health & Safety Program, for the purpose of assessing student safety risks. This includes students from St Mary’s College of the Deaf.

Against each identified student safety hazard it is the College’s policy to develop risk controls and/or treatment plans. Risk controls often take the form of documented policies that are made available to all College staff through the College’s PolicyPlus site. All policies relating to student safety are set out under the Student Duty of Care menu on our PolicyPlus site.

It is important that all staff consistently enforce College rules and safety policies, and actively engage in ensuring the physical and emotional wellbeing of students.

Our duty of care responsibilities are also discharged through the implementation of the policies, procedures and strategies in our **Child Protection Program**. For more information refer to **Creating and Maintaining Child Safe Environments**.

For further information about the College’s Student Duty of Care Program refer to our suite of **Student Duty of Care** policies.

Discharging Duty of Care Responsibilities- Our Risk Based Approach

Child Safety

Related Policies

Signage

- be vigilant in monitoring students that have been identified as either persistent bullies or victims
- acknowledge the right of parents/guardians to speak with the College if they believe their child is being bullied.

Anti-bullying posters may be posted in strategic locations in the College to promote appropriate behaviour and encourage students to respect individual differences and diversity.

Implementation

This policy is implemented through a combination of:

- staff training
- student and parent/guardian education and information
- effective incident reporting procedures
- effective management of bullying incidents when reported
- the creation of a 'no-bullying' culture within the College community
- effective record keeping procedures
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy Marymede Catholic College will take disciplinary action, including in the case of serious breaches, summary dismissal.

Assault (Student Against Student)

The Hazard - Assault (Student Against Student)

Assault is aggressive physical contact, use of force or intimidating behaviour causing real fear in another person that the threat will be executed. Examples include striking or attempting to strike another person, threatening another person with violence and verbal abuse with a threat of imminent harm.

Students' capacity to participate fully in learning is adversely affected by incidents of assault and violence. Common problems include anxiety, depression, alienation, higher absenteeism and lower academic competence.

Marymede Catholic College's Policy

Marymede Catholic College is committed to providing a safe environment free from assault for all our students, workers and visitors.

It is our policy that:

- Ongoing opportunities to learn about positive relationships and managing conflict situations in the college is provided to both staff and students;
- Assaults against students and other forms of violence are unacceptable and will not be tolerated at Marymede Catholic College;
- All incidents of assault against students must be reported to the Principal and shall be thoroughly investigated;
- Appropriate consequences will be applied for unacceptable behaviour, encouraging students to take responsibility for their own actions; and
- Treatment, counselling and ongoing support will be available for all students affected by assault.

Students with a Known History of Violence

A risk assessment shall be undertaken on any student who has a known history of violence or exhibits continual violent behaviour. Appropriate risk mitigation strategies will be implemented including, where necessary, removing the student from the college either temporarily or permanently.

Dealing with an Assault Situation

A staff member who recognises signs of violence that could lead to assault or witnesses an assault, should take the following steps:

1. Remove students who are not directly involved to a safe place;
2. Alert other staff for assistance to defuse the situation and contact police if necessary;
3. Assist any victim/s take evasive action where possible;
4. Determine whether physical intervention or restraint of persons involved is an appropriate response and take action accordingly;
5. Use reasonable force as necessary;
6. If injuries are sustained, seek medical assistance; and
7. Notify the Principal of the incident without delay.

Notification and Investigation of an Incident of Assault

After an incident of assault, notification and investigation will take place as follows:

- All incidents of assault against a student must be reported to the Principal without delay;
- All incidents of assault against a student shall be recorded in our Student Injury/Incident Register;
- Parents/carers will be contacted as soon as possible to inform them of any incidents of assault involving their child;
- All reported incidents of assault against students shall be thoroughly investigated in accordance with principles of procedural fairness. This may include taking statements from witnesses and photographs of the scene of the incident;
- Where appropriate the police shall be notified;
- Upon consideration of all the facts the Principal shall:
 - Determine the appropriate consequences to be applied to the perpetrator of the assault; and
 - Arrange treatment, counselling and ongoing support for all students affected by assault.
- A file recording all matters pertaining to the investigation (including police involvement) shall be maintained by the college; and
- Records of any action taken shall be maintained on the relevant student's file.

Workers' Responsibility

All workers are responsible to ensure that they:

- Familiarise themselves with this policy and follow relevant guidelines where applicable;

Bullying and Harassment Prevention and Intervention

The Hazard – Bullying

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Bullying can take many forms including:

- **Physical bullying** which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- **Psychological bullying** which is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- **Indirect bullying** which is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.
- **Cyber bullying** which is the ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.
- **Harassment** which is when any type of deliberate, uninvited behaviour that is considered unacceptable to the community. It may offend, embarrass or scare. It could be sexual, or target people because of their race, religion, gender, disability or culture. Such behaviour could be verbal, non verbal or physical and may include physical aggression, offense jokes, comments or notes, or unwanted touching.

What Isn't Bullying

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- **Mutual Conflict Situations** which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation
- **One-Off Acts** (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

Signs of Bullying

Major behavioural changes in a student may be indicative of bullying. Such behavioural changes may include:

- crying at night and having nightmares
- refusing to talk when asked "What's wrong?"
- having unexplained bruises, cuts or scratches
- an unwillingness or refusal to go to school
- feeling ill in the mornings
- a decline in quality of school work
- becoming withdrawn and lacking confidence
- beginning to bully siblings
- acting unreasonably.

Parents/guardians are encouraged to recognise signs of bullying and notify the College through a trusted staff member immediately (such as a class teacher or College counsellor/psychologist), if they suspect their child is a victim of bullying.

Marymede Catholic College's Policy

Marymede Catholic College recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the College is respected and accepted.

Bullying and harassment is not tolerated at Marymede Catholic College.

It is our policy that:

- bullying and harassment be managed through a 'whole-of-College community' approach involving students, staff and parents/guardians
- bullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately
- bullying and harassment response strategies be tailored to the circumstances of each incident
- staff establish positive role models emphasising our no-bullying culture
- bullying and harassment prevention and intervention strategies are reviewed on an annual basis against best practice.

Bullying Prevention Strategies

Marymede Catholic College recognises that the implementation of whole-College prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no-bullying' culture within the College:

- a structured curriculum and peer group support system, that provides age-appropriate information and skills relating to bullying and harassment (including cyber bullying) and bullying prevention, to students over the course of the academic year
- education, training and professional development of staff in bullying prevention and response strategies

- regular provision of information to parents/guardians, to raise awareness of bullying as a College community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the College
- promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/guardians
- promotion of responsible bystander behaviour amongst students, staff and parents/guardians
- reporting of incidents of alleged bullying and harassment by students, bystanders, parents/guardians and staff are encouraged, and made easy through the establishment of multiple reporting channels (as specified below)
- regular risk assessments of bullying within the College are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff
- records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate
- statements supporting bullying prevention are included in students' College diaries
- education of staff, students and parents/guardians on health conditions to promote understanding and to reduce stigma and fear
- anti-bullying posters are displayed strategically within the College
- promotion of student awareness and a 'no-bullying' environment by participating in events such as the National Day of Action Against Bullying and Violence.

Reporting Bullying and Harassment

Students and their parents/guardians are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.

A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parents/guardians) that:

- bullying and harassment is not tolerated within the College
- their concerns will be taken seriously
- the College has a clear strategy for dealing with bullying issues.

Bullying and harassment incidents can be advised to the College verbally (or in writing) through any of the following avenues:

- informing a trusted teacher
- informing the College counsellor/psychologist
- informing a student's director of students or house coordinator
- informing the Deputy Principal/s or the Principal.

The CECV safe and sound practice guidelines will be followed if an adult is the perpetrator

Responding to Bullying

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.

In all circumstances the College:

- takes bullying incidents seriously
- provides assurance to the victim that they are not at fault and their confidentiality will be respected
- takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders
- takes time to understand any concerns of individuals involved
- maintains records of reported bullying incidents
- will escalate its response when dealing with persistent bullies and/or severe incidents.

Actions that may be taken when responding to bullying include:

- **The "Method of Shared Concern" Approach (Pikas)**
- **The "No Blame" Approach (Maines & Robinson)**

These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.

- notification of/consultation with parents/guardians
- offering counselling to persistent bullies/victims
- implementing effective follow up strategies
- disciplinary action, at the Principal's discretion, including suspension and expulsion of persistent bullies, or in cases of severe incidents.

Staff Responsibilities

All staff are responsible to:

- model appropriate behaviour at all times
- deal with all reported and observed incidents of bullying in accordance with this policy
- ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately

Cyber Safety

The Hazard – Cyber Safety

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include:

- **Cyber bullying** is the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to our [Bullying Prevention and Intervention Policy](#));
- **Sexting** is the sending or posting of provocative or sexual photos, messages or videos online;
- **Identity theft** is the fraudulent assumption of a person's private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint; and
- **Predatory behaviour** where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.

Cyber safety issues most commonly occur through a student's use of their own technology devices (e.g. smart phone, tablet, laptop, home computer).

Safe use of technology whilst at college is managed through our [Information and Communication Technology \(ICT\) Policy](#).

Marymede Catholic College's Policy

Marymede Catholic College recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.

It is our policy that:

- Cyber safety be managed through a 'whole of college community' approach involving students, staff and parents/carers;
- Cyber safety and cyber bullying prevention strategies be implemented within the college on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately;
- Cyber bullying response strategies be tailored to the circumstances of each incident; and
- Our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

Cyber Safety Strategies

Marymede Catholic College recognises that the implementation of whole of college cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.

The following initiatives form part of our overall cyber safety strategy within the college:

- Establishment of a 'Cyber Safety Team' and appointment of two primary 'Cyber Safety Contact Persons' (refer below for details);
- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to cyber safety (including cyber bullying) to students over the course of the academic year;
- Education, training and professional development of staff in cyber safety strategies;
- Regular provision of information to parents/carers to raise awareness of cyber safety as a college community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising any concerns they may have relating to cyber safety and/or cyber bullying directly with the college;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- Promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student);
- Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of cyber safety within the college are undertaken by surveying students to identify cyber safety issues;
- Records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate;
- Cyber safety strategies are included in students' college diaries;
- Cyber safety posters are displayed strategically within the college; and
- Promotion of student cyber safety awareness by participating in relevant cyber safety related events.

Our Cyber Safety Team & Contact

Marymede Catholic College has established a Cyber Safety Team whose role it is to:

Person

- Review the college's cyber safe policy and relevant cyber safety initiatives (such as student education, staff professional development, parent/carer information) on at least an annual basis to ensure that they are effective in minimising cyber safety risks within the college;
- Maintain up to date knowledge of cyber safety best practice for colleges;
- Maintain up to date knowledge of available cyber safety resources that may be utilised by the college and/or integrated in the college's cyber safety program;
- Review and analyse data obtained from college surveys that deal with cyber safety issues;
- Conduct regular risk assessments with respect to cyber safety issues within the college;
- Make recommendations to the Principal with respect to improvements to the college's cyber safety policies and procedures; and
- Appoint a member who shall be the primary point of contact for cyber safety related issues that may arise during the year.

Current members of the Cyber Safety Team are as follows:

Name	Position	Contact Number
Mr Michael Kenny	Principal	9407 9000
Ms Jessica Hall	Deputy Principal, Learning and Teaching P-12	9407 9000
Mr Paul Romain	Business Manager	9407 9000
Narelle Collins	Director of Students P-4	9407 9000
Laura Gazeas	Director of Students 5-8	
David Brick	Director of Students 9-12	

The Cyber Safety Team meets at least quarterly or more frequently if desired.

The Directors of Students have been appointed as the 'Cyber Safety Primary Contacts'. They are put forward to the college community as the first contact point for students, staff and parents if a cyber safety issue arises.

Cyber Safety Primary Contacts are encouraged to attend relevant external cyber safety training programs.

Workers' Responsibility

All workers are responsible to:

- Model appropriate online behaviour at all times;
- Refer any cyber safety related issues to the Cyber Safety Primary Contacts; and
- Acknowledge the right of parents to speak with college authorities if they believe their child is being bullied.

Signage

Cyber safety posters are displayed strategically around the college.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective incident reporting procedures;
- Effective management of cyber safety incidents when reported;
- The creation of a 'no bullying' culture within the college community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy Marymede Catholic College will take disciplinary action, including in the case of serious breaches, summary dismissal.

Related Policies

[Bullying Prevention and Intervention Policy](#)
[Information and Communication Technology \(ICT\) Policy](#)

Useful Resources

[Esmart e-Safety](#)
[Stay Smart Online](#)
[ThinkUKnow](#)
[Netsafe \(NZ\)](#)
[Safer Internet Day](#)

Drugs - Illicit (Student Use Of)

The Hazard - Drugs (Illicit) - Student Use Of	<p>Illegal drug use by students (including the misuse of prescription medication) increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency.</p>
	<p>If the drug use by the student involves legal drugs including tobacco or alcohol, please refer to:</p> <ul style="list-style-type: none"> • Alcohol (Student Use Of) policy • Smoking on College grounds policy
Marymede Catholic College's Policy	<p>Marymede Catholic College is committed to providing a safe environment for all our students, staff and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"> • the use, possession and supply of illicit drugs and/or drug paraphernalia (such as pipes or 'bongs') by students is strictly prohibited • while on college property, or representing the college in any way, students are not permitted to be under the influence of illicit drugs • all students will receive age-appropriate health and drug education to enable and support them to make informed choices, and to minimise the harm associated with drug use • referrals to counselling and support groups will be provided to students with drug related problems, where appropriate • the Police will be consulted in relation to all suspected incidents of illicit drug use, possession or supply which occur on college grounds.
Dealing with a Student Affected by Drugs	<p>Where a student exhibits obvious signs of drug use a staff member must:</p> <ul style="list-style-type: none"> • isolate the student from their peers in a calm and controlled manner, if possible • if this is not possible and an impaired student refuses to cooperate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and attempt to calm the student until other staff members are able to provide assistance • ask the student to accompany them to the College office • contact the Principal or other appropriate senior member of staff to inform them of the situation.
Responsibilities of the Principal	<p>The Principal must make an assessment of the student's condition and take appropriate action based on the facts.</p> <p>In all cases, the welfare and safety of both the student with suspected drug use, possession or supply and the welfare of the student population must be considered.</p> <p>Actions by the Principal must include:</p> <ul style="list-style-type: none"> • consulting with the Police to see if use, possession or supply of drugs criminal law offences apply • confiscating and/or isolating any remaining illicit drugs • contacting the student's parents/guardians to inform them of the incident. <p>The Principal may consider:</p> <ul style="list-style-type: none"> • requesting that the student's parents/guardians remove them from the college grounds • contacting drug diversionary or counselling services for further referral • suspension or expulsion, according to our Discipline policy.
Staff Responsibilities	<p>All staff must ensure that:</p> <ul style="list-style-type: none"> • they follow the guidelines set out in this policy when dealing with a student that they believe may be under the influence of illicit drugs • all reasonable steps are taken to ensure the safety and welfare of students from both known and reasonably foreseeable illicit drug related risks of harm and/or injury • the Principal or other senior staff members are informed if they have reasonable grounds to suspect that a student is involved in illicit drug related behaviour • prescription drugs are not supplied or administered to students unless following the directions set out in our Medication Administration policy • students are asked to display their possessions or contents of their bag in the presence of another teacher, where there are reasonable grounds for suspicion that they have illicit drugs in their possession.

Implementation

This policy is implemented through a combination of:

- staff training
- student education via ongoing age-appropriate drug education programs integrated into classroom learning
- development of a drug-safe culture by promoting student awareness of drug abuse
- effective incident notification procedures
- effective communication procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

Harassment (Student Against Student)

What is harassment?

Harassment is unwelcome behaviour that intimidates, offends, or humiliates a student because of a particular personal characteristic.

Harassment is similar to bullying but is distinguished by the fact that harassment is a form of discrimination and is unlawful where the basis for harassment relates to a personal characteristic which is protected by law, such as:

- sex and gender identity or sexuality and sexual orientation
- race, religion, ethnic background, or
- disability.

Marymede Catholic College's Policy

Marymede Catholic College is committed to providing a safe College learning and working environment that is based on mutual respect and is free from harassment. Harassment is not acceptable in any circumstances and will not be tolerated.

The College is responsible for ensuring that students are treated fairly and with respect, and is committed to ensuring that all staff:

- model appropriate standards of behaviour
- educate and make students aware of their obligations under this policy and the law
- intervene quickly and appropriately when inappropriate behaviour is identified
- act fairly to resolve issues and enforce the College's behavioural standards, making sure relevant parties are heard
- help students resolve complaints informally where this is reasonably practicable
- ensure students who raise an issue or make a complaint are not victimised.

The College investigates more serious incidents and formal complaints about breaches of this policy and will take appropriate prompt remedial action, including counselling, education, mediation and disciplinary action up to and including expulsion.

What is sexual harassment?

Sexual harassment occurs when a student is subjected to unwelcome and uninvited sexual conduct by another student which could be expected to make a student feel offended, humiliated, or intimidated.

Sexual harassment can also result when a sexually intimidating or offensive environment is created.

Sexual harassment can be physical, verbal, written or pictorial, including social media, and can range from relatively mild sexual banter to actual physical violence.

It is important to remember that it is the way the victim perceives the behaviour that is important in determining whether or not harassment has taken place, not the intent of a particular individual.

Mutual attraction or consenting friendships do not constitute sexual harassment.

Examples of sexual harassment include, but are not limited to:

- unwanted physical contact, touching, brushing against another student, hugging
- persistent jokes or innuendos of a sexual nature
- repeated requests to go out
- offensive gestures
- persistent or intrusive enquiries into another student's private life, sexuality, or physical appearance
- sexual propositions
- sexually offensive phone calls, messages on email, voicemail or in writing
- displaying offensive screen savers, photos, calendars or objects
- sexual innuendo or sexually explicit emails, text messages, or posts on social networking sites (refer to the [Social Media – Student Usage](#) policy and [Cyber Safety](#) policy)
- stalking, both physical and electronic
- sexual assault.

What is racial harassment?

Racial harassment is also found in many forms. Examples include, but are not limited to:

- abusive, threatening or insulting words and behaviour
- deliberate exclusion from conversations

What is disability harassment?

- displaying abusive writing and pictures
- insensitive jokes related to race
- pranks.

Examples of disability harassment include, but are not limited to:

- humiliating comments or insults about a student's disability
- disparaging remarks to students who have received learning adjustments
- comments or actions which create a hostile environment for a student with a disability
- deliberately excluding a student where the disability is not an issue.

Refer to the [Disability Discrimination](#) policy.

Victimisation of Complainants

Action will be taken against anyone who victimises a student who makes a complaint of harassment in good faith.

Students' Responsibilities

All students are required to:

- treat other students, all staff and any other person at the College professionally and with respect
- avoid behaviour that could be interpreted as harassing and act to prevent other students from engaging in harassment, where this is reasonably practicable
- report any witnessed harassment at the College to a staff member.

Harassment Response Procedures

A key part of the College's harassment prevention and intervention strategy is to encourage reporting of harassment incidents as well providing assurance to students who experience harassment (and parents/guardians) that harassment is not tolerated within the College.

Students who believe that they are being harassed should make it known that the comments, contact or behaviour is unwelcome and offensive.

If the student does not feel comfortable in talking directly to the perpetrators or if they seek advice on how to proceed, they should contact any of the following:

- a teacher
- the College counsellor
- the student's director of students or House Coordinator, or
- the Deputy Principal/s or the Principal.

The College will then apply its [Bullying Prevention and Intervention](#) policy and associated procedures.

Implementation

This policy is implemented through:

- staff training
- education of students
- effective incident notification procedures
- timely initiation of corrective actions where necessary.

Discipline for Breach of Policy

Depending upon the nature and seriousness of the breach of this policy, Marymede Catholic College may take disciplinary action against students, including in the case of serious breaches, suspension or expulsion. Engaging in unlawful harassment may result in legal action being taken against the perpetrator and the College.

Document current as at 31 March 2022. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

Marymede Catholic College > Student Duty of Care > Mobile Phones and Smart Device Policy

[CompliSpace Staff Sign In](#)

Mobile Phone and Smart Devices Policy

Purpose	To explain the Marymede Catholic College's requirements and expectations relating to students using mobile phones and smart devices during school hours.
Scope	1. All students at Marymede Catholic College and, 2. Students' personal mobile phones and other mobile devices brought onto school premises during school hours.
Definitions	<p>Mobile Phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.</p> <p>Smart Device is an electronic device, generally connected to other devices or networks via different wireless protocol such as a Smart Watch and/or fitness tracking device.</p>
Marymede Catholic College's Policy	<p>The College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school, for co-curricular activities and for other personal or family reasons.</p> <p>Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker. It is each student's responsibility to maintain and use a fully functioning padlock on their locker.</p> <p>Mobile phones are not to be used during the school day. This means students are not permitted to take their mobile phones to class; and are not permitted to carry them on their person for the entire school day. Smart devices must have their notifications turned off.</p> <p>Families are able to contact a student through the student administration office during the day.</p> <p>Mobile phones used during the day will be confiscated and stored securely at the Student Administration Office. In these circumstances, the mobile phone will usually be returned to the student at the end of the school day. When the mobile phone is confiscated 3 or more times, the Parent/Guardian must collect at the end of the school day in consultation with the House Coordinator or delegate.</p>
Exemptions	There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student.

1. Learning-related exceptions

Specific Exception	Documentation	Approval by
For specific learning activities (class-based exception)	Unit of work, learning outcome	Principal or Deputy Principal, Learning and Teaching
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.	Individual Learning Plan, Specialised Learning Plan.	Principal or Deputy Principal, Learning and Teaching or Wellbeing Leader

2. Health and Wellbeing-related exceptions

Specific Exception	Documentation	Approval by
Students with health conditions	Student Health Support Plan	Principal or Deputy Principal, Staff and Operations
Students who are young carers	A student record / notes provided	Principal or Deputy Principal, Staff and Operations

3. Exceptions related to managing risk when students are offsite

Specific Exception	Documentation	Approval by
Travelling to and from excursions	Risk assessment planning documentation Part of the curriculum	Principal or Deputy Principal/s,
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning and forward planning recommendation	Principal or Deputy Principal/s,
Students with a dual enrolment	Memorandum of Understanding (ie. VET or VCAL)	Principal or Deputy Principal/s,

Where an exception is granted, the student can only use the mobile phone for the purpose for which it is granted.

Enforcement

Students who use their personal mobile phones inappropriately at Marymede Catholic College may be issued with consequences consistent with our College's Code of Conduct.

Secure Storage

When a student brings a mobile phone to school, it is at their own risk. Secure storage is offered via a Locker which requires a student padlock. Alternatively, in exceptional circumstances students can hand their phone to the student administration office to be placed in a secure location.

Related Policies

[Bullying Prevention & Intervention Policy](#)
[Cyber Safety Policy](#)
[Information & Communication Technology Policy](#)
[Social Media Policy](#)
[Student Photographs & Privacy Policy](#)

Review of Policy

Statement of Review: 30th January 2020
SLT Review: 18th February 2020
DCA Ratification: TBC May 2020

Document current as at 31 March 2022. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

Marymede Catholic College > Student Duty of Care > Restraint of Students Policy

[CompliSpace Staff Sign In](#)

Restraint of Students Policy

Source of Obligation

The Victorian Registration Standards (sch 4 cl 12) (CECV Guidelines ref 4.1) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws.

This includes having policies and procedures for when it may be necessary to use restrictive interventions to protect the safety of a student and members of the College community.

Definition of Restraint

The Department of Education defines restraint to mean the use of physical force to prevent, restrict or subdue movement of a student's body or part of their body. Students are not free to move away when they are being restrained.

While the VRQA Guidelines to the Minimum Standards and Requirements for School Registration requires policies and procedures for "restrictive interventions", this policy uses the term "restraint" as "**restrictive interventions**" and practices is a term used in the disability context and only registered disability service providers that have the approval of the Secretary, Department of Health and Human Services can use restrictive interventions.

In this policy, restraint is defined to mean the use of physical force to prevent, restrict or subdue movement of a student's body or part of their body. Students are not free to move away when they are being restrained.

In some limited circumstances, restraint may also include restraining a student from imminent dangerous behaviours by secluding them in an area where such action is immediately required to protect the safety of the student or any other person.

Seclusion is the solitary confinement of a student in a room or area (e.g. a garden) from which their exit is prevented by a barrier or another person. When used by a staff member in immediate response to behaviours of concern, seclusion may also include situations where a student is left alone in a room or area and reasonably believes they cannot leave that room or area even if they would physically be able to, i.e. it is not locked. The College will ensure that any student in seclusion confinement will be able to respond to an evacuation alarm.

Prone restraint involves holding a student face down and is not permitted at the College.

Supine restraint involves holding a student face up and is not permitted at the College.

Our Policy

It is the College's policy that:

- restraint and seclusion must only be used as a last resort in an emergency where there is an imminent threat of physical harm or danger to the student or others
- every instance of restraint or seclusion is reported and recorded through our Safety Incident Form
- in every instance of restraint, the breathing of the student should be visually monitored
- in every instance of seclusion the student must be visually monitored throughout the incident by a staff member to ensure that the seclusion is justified, time limited and that the student, and other students and staff are safe
- restraint or seclusion is not used except in situations where:
 - the student's behaviour poses an imminent threat of physical harm or danger to self or others
 - where such action would be considered reasonable in all the circumstances
 - where there is no less restrictive means of responding in the circumstances
- restraint or seclusion should be discontinued as soon as the imminent danger has dissipated.

When Restraint Should Not Be Used

Restraint and seclusion should not be used as part of a behaviour support plan for a student, or used as a routine behaviour management technique, to punish or discipline a student or to respond to:

- a student's refusal to comply with a direction, unless that refusal to comply creates an imminent risk to the safety of the student or another person
- a student leaving the classroom/school without permission, unless that conduct causes an imminent risk to the safety of the student or another person
- verbal threats of harm from a student, except where there is a reasonable belief that the threat will be immediately enacted
- property destruction caused by the students unless that destruction is placing any person at immediate risk of harm.

Mechanical restraints should never be used unless the device is for a therapeutic purpose with written evidence of the prescription or recommendation of use, or if the restraint is required for safe travel in a vehicle.

When Restraint May Be Used

Staff may only use restraint or seclusion of student in an emergency when there is an imminent threat of physical harm or danger to the student or others, and where such action would be considered reasonable in all the circumstances and there is no less restrictive means of responding in the circumstances.

It should only be used as a last resort and the decision about whether to use restraint or seclusion should be made in accordance with the staff member's own professional judgment.

When applying restraint, staff:

- must use the minimum force required to avoid the dangerous behaviour or risk of harm to others **and only** restrain the student for the minimum duration required and stop restraining the student once the danger has passed
- should continue to engage with the student in a calm and measured way and explain why the restraint is being applied and that it will cease once the student is no longer a danger to themselves or others.

The type of restraint used must be consistent with a student's individual needs and circumstances including their age, size, gender, anticipated response and any physical, mental or psychological conditions or impairments.

Any instance of restraint or seclusion must be reported to the Principal or Deputy Principal/s, who will then report the matter to the Regional Director or the Chair Youth+.

A report to the Principal or Deputy Principal/s must be made in addition to making a report through our Safety Incident Form in accordance with this policy.

The [CECV Guidelines for Behaviour Support](#) provide additional guidance for schools for the use of restraint in schools.

All instances of restraint or seclusion are recorded using the Safety Incident Form in CompliSpace Assurance.

The Principal and Board of Governance are responsible for the effective implementation of this Policy.

Reporting to the Principal

Additional Guidance

Documentation

Implementation

Document current as at 31 March 2022. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

Marymede Catholic College > Student Duty of Care > Behavioural Support Plan (BSP)

[CompliSpace Staff Sign In](#)

Behavioural Support Plan (BSP)

The Plan

How we treat each other at Marymede Catholic College matters.

You should be polite and respectful towards all members of the Marymede community. However, a community based on respect, like Marymede recognises that from time to time, people will make mistakes.

When that happens, out of respect for yourself and for others, you will be expected to acknowledge your mistakes, accept responsibility for your choices, and make genuine efforts to repair the relationships or damage to property.

Our management is based on the Restorative Practices Philosophy. We are all members of the Marymede community both students and staff. When a relationship is harmed the following restorative process may occur, where you will be given time to reflect upon the incident by considering:

- what happened
- what you were thinking at the time of the incident
- what you have thought about since the incident occurred
- what you think you can do to repair the damage to the relationship between you and the others affected by your choices and actions

Your Tutor Teacher and/or House Coordinator will guide you through this process. If appropriate, you and one of these teachers may be asked to attend a meeting with the person who was affected by your choices. During this meeting, all parties will be given the opportunity to express how this behaviour affected them. This can be helpful, as it gives you a chance to 'walk in their shoes' and see what it's like for them.

It is also likely that you will be asked to repair the damage/harm you caused. For minor issues, you may be required to:

- Apologise to the person affected
- Give up some of your time at lunchtime to do something to repair the damage

For more serious issues you may be required to:

- Apologise, and replace or repair any damage
- Complete an after-school or lunchtime detention
- Have your progress monitored for a period of time
- Have an interview with your House Coordinator/Student Wellbeing Coordinator and parent(s)/guardian(s)
- Have some privilege, such as attending an excursion or activity, playing in a sports team or performing arts event withdrawn

For a very serious issue, or sustained disrespect of Marymede Catholic College and our community, you may be required to:

- Attend a Saturday detention
- Have an internal full day suspension
- Placed on external suspension and will be required to meet with your House Coordinator, Director of Students, Principal and parent(s)/guardian(s)
- Be placed on a contract
- Explain your actions to the Principal

However, if your actions continue and we believe that we have done all we can to assist you, the Principal will meet with you and your parent(s)/guardian(s) and may review your enrolment at the College.

Related Policies

Enrolment Policy
Student Agreement Form
Uniform Policy
Flowchart for Sanctions

Document current as at 31 March 2022. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

Marymede Catholic College > Student Duty of Care > Flowchart for Sanctions

[CompliSpace Staff Sign In](#)

Flowchart for Sanctions

Sanctions

Lunchtime Detentions are given for:

- Being out of correct uniform.

Thursday Afterschool Detentions are given for:

- 3 late arrivals to any class, including Tutor time in a 10 day cycle
- A missed lunchtime uniform detention.
- Poor behaviour including, but not limited to:
 - *consistently disrupting class.
 - *not adhering to instruction.
 - *disrespectful behaviour.
 - *poor yard behaviour.
- 2 lunchtime uniform detentions in a term (3rd incident of out of uniform).
- Any other reason as determined by the House Coordinator.

Saturday Detentions are given for:

- Missed Thursday afterschool detention.
- Physical altercations.
- When there have been 2 Thursday detentions within one term.
- Any other reason as determined by the House Coordinator in conjunction with the Director(s) of Students.

These are held once a month for two hours on a Saturday morning from 9.00am to 11.00am.

Suspension (internal/external) are given for:

- Extreme poor behaviour.
- Excessive physical altercations.

They are determined by the House Coordinator in conjunction with the Director(s) of Students.

A meeting with the House Coordinator and the Director(s) of Students will need to take place prior to re-entry into classes.

Related Policies

Enrolment Policy
Attendance Policy
Uniform Policy
Behavioural Support Plan

Document current as at 31 March 2022. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.



Marymede Catholic College > Student Duty of Care > Student Agreement Form - Behavioural

[CompliSpace Staff Sign In](#)

Student Agreement Form

The Form

Students need to complete this form at the start of every school year or as soon as they commence their enrolment.

Each year you will be required to sign this Agreement Form to signal that you accept that there are some responsibilities which you need to adopt as a member of the Marymede Catholic College community. You sign it in good faith and it is witnessed by your parent(s)/guardian(s) and Tutor Teacher to endorse our basic philosophy and fundamental school policies.

I, _____

Tutor Group, _____

1. Recognise and accept the aims of the College as a Catholic School in the way of Mary and will support its religious practices and programs and be considerate of others in this community.

2. I agree that it is of the utmost importance that I respect the dignity of others, fellow students and teachers alike. My conduct will at all times be marked by politeness, common sense and respect. I will do my best always to make sure that the relationships I have at school are respectful, and will do what I can to repair and restore those relationships if they are harmed by any actions of mine, or words I say. These relationships include members of the public who visit the College and whom I encounter travelling to and from school, recognising that I am representing my College.

3. I agree to wear the full, correct Marymede Catholic College uniform and to take pride in it. I understand that facial piercings (such as nose-rings and studs made out of any material) are not permitted, and that male students must be clean shaven each day and female students are not permitted to wear makeup. I am permitted to wear one earring (gold or silver stud or sleeper) in the lobe of each ear and on no other part of the ear. If, on a particular day, I am unable to wear any part of the uniform, I will present a note of explanation from my parent(s)/guardian(s) dated and signed, to my Tutor Teacher for approval by the end of Tutor Group. My Tutor Teacher will then issue me with a uniform pass.

4. I accept the school's uniform policy. I realise that there are no extremes of hairstyles (e.g no shaved patterns, dreadlocks, hair cut below a three clipper length, unnatural or two-tone in colour). If I choose to wear my hair long it must be neatly tied back and off my face. I accept my College's decision on what is extreme in style, cut and colour, and length.

5. I realise that regular attendance at school and punctuality at all lessons are mandatory, and I will bring all necessary items to each class, including my portable device and school planner.

6. I will take an active part in, and attend all school activities in order to foster a sense of community spirit in the school by participating in Retreats, Liturgies and Masses, Camps, Excursions, Assemblies, Sporting Carnivals, Celebration Days - and other extra-curricular College activities, including fundraising events. I understand that failing to attend any of the compulsory school celebration events will require a medical certificate.

7. If I am selected to play representative sport for my College, I will follow all team regulations, including the wearing of full, correct sports uniform to and from the event (where required). I will follow all directions and instructions given by umpires, coaches and teachers, participating in the spirit of good sportsmanship, always.

8. I agree to be responsible, with the help of my teachers and family, for my own work and study and for the submission of essays, projects, assignments and other course requirements according to the criteria provided, by the due date.

9. I understand that it is illegal to make use of alcohol and drugs, and that tobacco is harmful to my health, so I agree to abide by the College regulations which forbid their use and/or possession:

- On my way to and from school
- at school
- on excursions, retreats, socials or any school based activity.

10. I acknowledge that using images of staff, students, buildings, the College's name and crest without specific written permission of the College is a break of the Privacy Laws of Victoria. I understand that this includes posting and send such images (photos or videos) on websites and social media via any type of technology, such as iPads, mobile phones, laptops, tablets etc.

11. I agree to abide by the Marymede Catholic College attendance Policy and attend all classes during school hours. I agree to attend Tutor Group time each time and if I need to exit the College grounds early I must have written permission from my parent(s)/guardian(s), or in the case of illness, permission from the College Nurses who will contact my contacts to allow me to leave the school grounds before the end of the school day.

Student Name: _____

Student Signature: _____

Witness: _____
(parent/guardian)

Tutor Teacher: _____

Date: _____

Truancy

The Hazard - Truancy

Truancy is the absence from college of a school aged student, without the consent of parents/guardians, during college hours.

Common reasons for truancy include boredom at college, embarrassment and frustration at poor performance, fear of bullying or harassment, drug dependency, family stress or conflict, homelessness and defiance of authority.

Truancy can compound the problems of students who are already behind in class as a result of behavioural, emotional or learning difficulties. They gradually fall further behind in their studies and jeopardise their chances of completing their education.

This increases the risk of students dropping out of college, becoming involved in delinquency and criminal activity and ultimately, reducing their adult employment prospects.

Enrolment & Attendance Policies

In line with our legal obligations, Marymede Catholic College has developed detailed policies and procedures to manage our obligations relating to Enrolment and Attendance of Students. Refer to our [Student Enrolment Policy](#) and [Student Attendance Policy](#).

This policy has been developed specifically to manage issues relating to truancy.

Marymede Catholic College's Policy

Marymede Catholic College is committed to the management of regular college attendance and providing a safe and positive learning environment which promotes engagement and participation.

It is our policy that:

- All unauthorised absences from college are unacceptable;
- High expectations of attendance will be made known to all students;
- Processes for unexplained student absences are implemented to reduce absenteeism and ensure the safety of students;
- Truancy prevention strategies are developed and implemented with the college community considering the needs of students; and
- Early intervention strategies and family support programs will be provided.

Management of Non-Attendance - Immediate

College absenteeism is monitored closely to identify students who are truanting.

To avoid suspicion, parents/guardians are required to contact the college prior to college commencement time to explain their child's absence, late arrival or request for early leave.

All teachers are required to take a roll call in every class. Any student absences are recorded by the class teacher.

Where a student is absent from the college, the administration department reviews absentee notifications to identify any students that are absent where no notification of absence has been received from a parent/guardian.

Where a student is absent without explanation and cannot be located, parents/guardians are forwarded a text message to their mobile phones in the following terms:

(Student name) in (tutor class) has been marked absent from Pastoral/Tutor Group on (date). Please call 0394079090 asap to confirm their attendance.

If the student's parents/guardians do not contact the college within one hour of sending the text message, attempts will be made to call the parents/guardians and confirm the location of the student.

Management of Non-Attendance - Parental Notifications

Where parents repeatedly fail to notify the college of legitimate absences, the college will write a letter to parents requesting that they comply with the college's notification procedures.

In cases of serious non-compliance, the college may request that the parents/guardians attend a meeting with the Principal to discuss the importance of parental notifications in ensuring the safety of all students.

Persistent Non-Attendance

All students found to be truanting will be subject to the consequences as outlined in the [Discipline – Student Policy](#).

Where absences are recurrent the college will investigate the student's absences having regard to factors such as the day of the week, the class, subject or year level and particular social group that may affect their attendance.

Parents/guardians will be contacted to discuss issues which may be related to truancy. Where appropriate, the college will work with the parents/guardians and the student to develop an Attendance Improvement Plan.

Workers' Responsibility

All workers are responsible to ensure that:

- Students are made aware of the importance of regular attendance and notification of absences;
- Accurate records of student attendance are maintained; and

Implementation

This policy is implemented through a combination of:

- Staff training;
- Development and implementation of a whole college strategy to encourage regular attendance and to reduce truancy;
- Implement strategies to address specific needs of each individual student, according to their reasons for truanting;
- Development and promotion of positive relationships within the college by implementing programs that develop social and emotional skills, peer tutoring, mentoring and anti-bullying strategies;
- Establishing positive home-college relationships to assist parents/guardians to support their child's attendance at college;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Related Policies

[Attendance Policy](#)
[Absenteeism Procedure](#)
[Bullying Prevention & Intervention Policy](#)
[Code of Behaviour \(Student\) Policy](#)
[Counselling Services \(Student\) Policy](#)
[Enrolment Policy](#)
[Student Duty of Care \(Summary\) Policy](#)