



DOBROYD POINT PUBLIC SCHOOL



Quality education in a safe and happy environment

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The complex block contains a blue header with the school name in yellow. Below the header is a photograph of children in yellow shirts and blue shorts playing on a green field. A smaller version of the school logo is in the top right of the header. Below the photo is a blue banner with the school's motto in white italics. At the bottom is a yellow banner with contact information in white text.

Student Wellbeing Policy 2016

Last updated: 16 March 2016

Student Wellbeing Policy

1) Rationale

- 1.1 What is Wellbeing?
- 1.2 Wellbeing: A Shared Responsibility
- 1.3 Wellbeing: Supported by the core values of public education

2) Connect

- 2.1 Anti Bullying
- 2.2 School Uniforms
- 2.3 Student Participation and Leadership
- 2.4 School Attendance

3) Succeed

- 3.1 Student Behaviour and Discipline
- 3.2 Protecting Children (Child Protection)
- 3.3 Out-of-Home-Care
- 3.4 Supporting Students with Disability

4) Thrive

- 4.1 Nutrition in Schools
- 4.2 Sun Safety for Students
- 4.3 Student Health
- 4.4 Drug Education
- 4.5 Road Safety Education, Driver Education and Training

Student Wellbeing Policy

1) Rationale

The Dobroyd Point Public School Student Wellbeing Policy is structured according to the NSW Department of Education and Communities (DEC) Wellbeing for Schools Framework. It describes student wellbeing in three main sections: Connect, Succeed, Thrive.

The Student Wellbeing Policy is embedded in the Dobroyd Point Public School Plan whereby student wellbeing is maintained through equitable processes that promote positive learning and facilitate the improvement of student outcomes and the narrowing of achievement gaps between students.

1.1 What is Wellbeing?

Wellbeing is about enabling students to be healthy, happy, engaged and successful. Two major approaches to defining wellbeing relate subjective experience of feeling good or experiencing pleasure and positive emotion; and functioning well, or the potential to flourish.

1.2 Wellbeing: A Shared Responsibility

When parents/carers enrol their children at Dobroyd Point Public School they enter into a partnership with the school that is based on shared responsibility for student wellbeing. This shared responsibility enables and fosters a school environment where learning is valued, all members of the school community are respected and included, and safety is important.

Staff will:

- build and maintain positive relationships with children, parents and colleagues throughout the school.
- act according to the DEC Code of Conduct.
- contribute to the provision of a caring, well-managed, safe and fair quality learning environment for all students, fellow staff and parents.
- use effective, consistent and appropriate processes and procedures for addressing behaviour issues and conflict .
- make adjustments to school wellbeing processes to best engage and nurture individual students.

Students will be encouraged and supported to:

- act appropriately as safe, resilient, responsible and respectful learners and friends.

- contribute to the provision of a caring, safe learning environment for fellow students, staff and parents.

Parents will be encouraged to:

- actively participate in the school community and support the learning of their children.
- share responsibility for shaping their children's understanding about acceptable behaviour and ensuring their wellbeing.
- work with teachers to maintain a caring, well-managed, safe and fair quality learning environment for all students, fellow staff and parents.

1.3 Wellbeing: Supported by the core values of public education

Wellbeing is supported by New South Wales public education values that represent the beliefs and aspirations of the Australian community including its concern for equity, excellence and the promotion of a caring, just and civil society.

Core Values of Public Education

Integrity

Being consistently honest and trustworthy.

Excellence

Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.

Respect

Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.

Responsibility

Being accountable for your individual and community's actions towards yourself, others and the environment.

Cooperation

Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.

Participation

Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.

Care

Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.

Fairness

Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.

Democracy

Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

2) Connect

Our students will be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.

2.1 Anti Bullying

Prevent and respond to incidents of bullying, including cyber bullying.

- **Commitment to creating a 'bully-free' culture**

Dobroyd Point Public School rejects all forms of bullying. An important part of wellbeing is that students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination. All members of the school community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

- **A Definition of Bullying**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbours or in the workplace.

Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not:

- children not getting along well.
- a situation of mutual conflict.
- single episodes of nastiness or random acts of aggression or intimidation.

- **A Definition of Cyber Bullying**

Cyberbullying is commonly defined as the use of information and communication technologies to support repeated and deliberate hostile behaviour intended to harm others. Dobroyd Point Public School teaches students how to appropriately and responsibly use technology for communication.

- **Types of Bullying**

Bullying behaviour can be:

- verbal
eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- physical
eg hitting, punching, kicking, scratching, tripping, spitting
- social
eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- psychological
eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

- **Education about Bullying**

As part of the curriculum children at Dobroyd Point Public School are taught skills for developing positive interpersonal relationships. There is whole school culture of assertive behaviour and children encouraged to use 'build ups' not 'put downs'.

Students are taught how to identify bullying and what to do if they are being bullied or if they witness incidents of bullying. Teaching about bullying includes teaching the importance of, and ways to create and sustain a safe and supportive school community.

Student-led programs such as the Student Representative Council (SRC), playground buddies and buddy programs help create a community of inclusiveness and respect for the individual and reinforce a whole school culture of 'Bullying. No Way!'.

- **What to do if you are being bullied**

Students are taught to tell their parents and/or teachers if they are being bullied.

Bullying is systematic and malicious and it is important that the child/ children engaging in the bullying behaviour are made aware of their inappropriate and damaging behaviour and cautioned to stop.

A teacher and/or the principal will immediately deal with the situation including meeting with the victim/s of the bullying incident, the child/children identified as engaging in the bullying behaviour and contacting the parents/carers.

As part of the process, the victim/s of bullying and child/children engaging in the bullying behaviour will be counselled by teachers with the opportunity to work on building / rebuilding a positive relationship through strategies such as discussion, team building activities and class lessons.

- **What to do if you know that someone is being bullied**

Dobroyd Point Public School teaches the students that bystanders can effectively discourage all forms of bullying. Students who are 'defended' by a bystander feel safer and more empowered to stand up to bullying.

Students are taught to immediately report incidents of bullying to a teacher. Support will be provided for any student who has witnessed bullying behaviour.



2.2 School Uniforms

Recognise the benefits of school uniforms that reflect the school community's expectations.

- **The School Uniform**

School Uniforms help to promote a sense of pride and identity in belonging to Dobroyd Point Public School. Parents and teachers encourage all students to wear the school uniform at all times. Uniforms should be clean, presented well and shoes polished.

Financial support is available to assist with the purchase of a uniform.

2.3 Student Participation and Leadership

Provide opportunities to support the meaningful involvement of students in their school and community.

- **Encouraging and acknowledging active participation**

Active participation by students in a school community facilitates student wellbeing by giving students a voice, developing confidence and self-esteem. Dobroyd Point Public School encourages active participation in a number of ways including:

- Student Representative Council (Years K-6)
- Year 6 School Captains and Student Leaders
- Buddy Systems
- Publishing student work in the school newsletter
- Displaying student work around the school
- Recognising student achievement on assemblies
- Performing and presenting work

2.4 School Attendance

Work in partnership with parents to ensure the regular attendance of students.

- **Arrival at School**

A teacher is on duty from 8:55am. Students should not be at school before this time unless for a specific reason and under the care of a teacher.

- **Marking of the Class Roll**

The Class Roll is called each morning and absences recorded. Students arriving late or departing early have their attendance status for that day shown as a partial absence. Class Rolls are sent each day to the principal's office.

- **Student Absence**

If a child is absent, parents & carers are requested to advise the school by email or by telephone, preferably on the day. For short absences of up to two days, it is also acceptable to send a note of explanation when the child returns to school.

Teachers notify the principal if a child is regularly absent or absent for 3 or more consecutive days without the school being informed.

The principal will contact the parents/carers in the situation of irregular and unexplained student absenteeism. The Department's Home School Liaison Officer may also be contacted with the aim of supporting the family to ensure regular and ongoing attendance.

- **Late Arrival & Early Departure**

The school has a formal sign in and sign out procedure for students arriving late and leaving early. Upon arrival at the school, the parent or caregiver is required to complete a slip at the front office to indicate the reason for the lateness. This slip is forwarded to the class teacher and formally recorded as a partial absence as per Department of Education procedure.

Similarly, a parent or caregiver arriving to collect a child before the end of school must also complete a slip to indicate the reason for the early departure. This slip is also forwarded to the class teacher and recorded as a partial absence. In some cases such as a dentist or doctor's appointment, the child may return to the school after only a short time away from the school. Once officially signed out of school, the child will then need to be signed back into school.

- **Extended Leave**

Parents and carers must formally apply for extended leave from school such as an extended holiday. An Exemption from School Attendance Application must be completed.

3) Succeed

Our students will be respected, valued, encouraged, supported and empowered to succeed.

3.1 Student Behaviour and Discipline

Foster engagement in learning by setting high standards of behaviour and discipline.

- **Recognising and celebrating appropriate behaviour and achievement**

Teachers at Dobroyd Point Public School recognise, encourage and show appreciation for appropriate behaviour in a number of ways including:

- Staff will undertake regular professional development in current student well-being strategies and policy.
- Appropriate student well-being resources and kits for each stage will be prepared and utilised in the PDHPE program.
- Regular communication through newsletters and parent groups will ensure that the school community is familiar with, and supportive of, the school's student well-being strategies.
- Display of and understanding of the 5 school rules that underpin behavior, safety, academia, personal best and the environment
- Quality playground supervision
- An environment of mutual support and trust
- Quality relationships fostered between teacher and teacher, student and teacher, student and student
- Shared classroom management strategies
- Shared playground management strategies
- School merit system which reinforces positive behaviours
- Student leadership programs – SRC, librarians, sports monitors, environmental monitors give students a voice
- Participation in learning experiences that address key understandings and skills relating to positive relationships, safety, gender, discrimination, bullying and harassment. These experiences will be guided by the PDHPE syllabuses and other key learning areas.
- School participation in activities such as sports carnival, Easter Parades, Book Week celebrations, Mufti Days, School Assemblies
- Celebration of special events eg Anzac Day, Remembrance Day,
- Peer Support and Buddy program
- Extra-curricular opportunities enable the students to participate positively in the school egl Debating, Choir, Band, Recorder

- **Responding to inappropriate behaviour**

Student behaviour is considered to be inappropriate when an individual or group do not show commitment to learning, act irresponsibly, are not safe, do not demonstrate responsibility and/or are not good friends.

When a student's behaviour is inappropriate, teachers at Dobroyd Point Public School aim to guide the student back to appropriate behaviour through a consistent process. This includes:

For Teachers:

1. If a teacher witnesses an incident or receives a report about an incident, they must investigate the matter immediately and attempt resolution. In the playground, if the incident is serious, the teacher should issue a ticket.
2. If the teacher is unable to resolve the situation, they will make an immediate referral to the Stage Supervisor. The Stage Supervisor will investigate the matter and inform the parents of both the victim and the perpetrator.
3. If the Stage Supervisor is unable to achieve resolution, they will refer the matter to either the Principal or Assistant Principal Welfare.
4. If the matter is still unable to be resolved, a report will be forwarded to the school Welfare / Discipline Committee (Class teacher + School Executive). Appropriate support and possible punitive actions will be taken. The parents of both victim and perpetrator are to be contacted, and involved in resolution of the matter.

For Parents:

1. Discuss what has happened with your child.
2. Make contact with your child's teacher and/or an Assistant Principal and/or the Principal if further information is required.

Behaviour Report

Inappropriate behaviour student behaviour is recorded on a Behaviour Report and communicated to the class teacher, assistant principal and upon occasion the principal and Learning Support Team. A parent/carer may be contacted.

Parent contact and/or interview

Upon occasion a parent/carer will be contacted to discuss how to guide a student back to appropriate behaviour.

Time in another class or with another teacher

Upon occasion a student making inappropriate choices will benefit by temporarily spending time in another class or with another teacher to change the environment. This decision will be made in consultation with the principal and class teacher. A parent/carer may be contacted.

Modified participation in class and/or school activities and/ or development of an individual behaviour plan

Upon occasion a student may require modified participation in class and/ or school activities. An individual behaviour plan will be implemented if necessary.

Child sent home

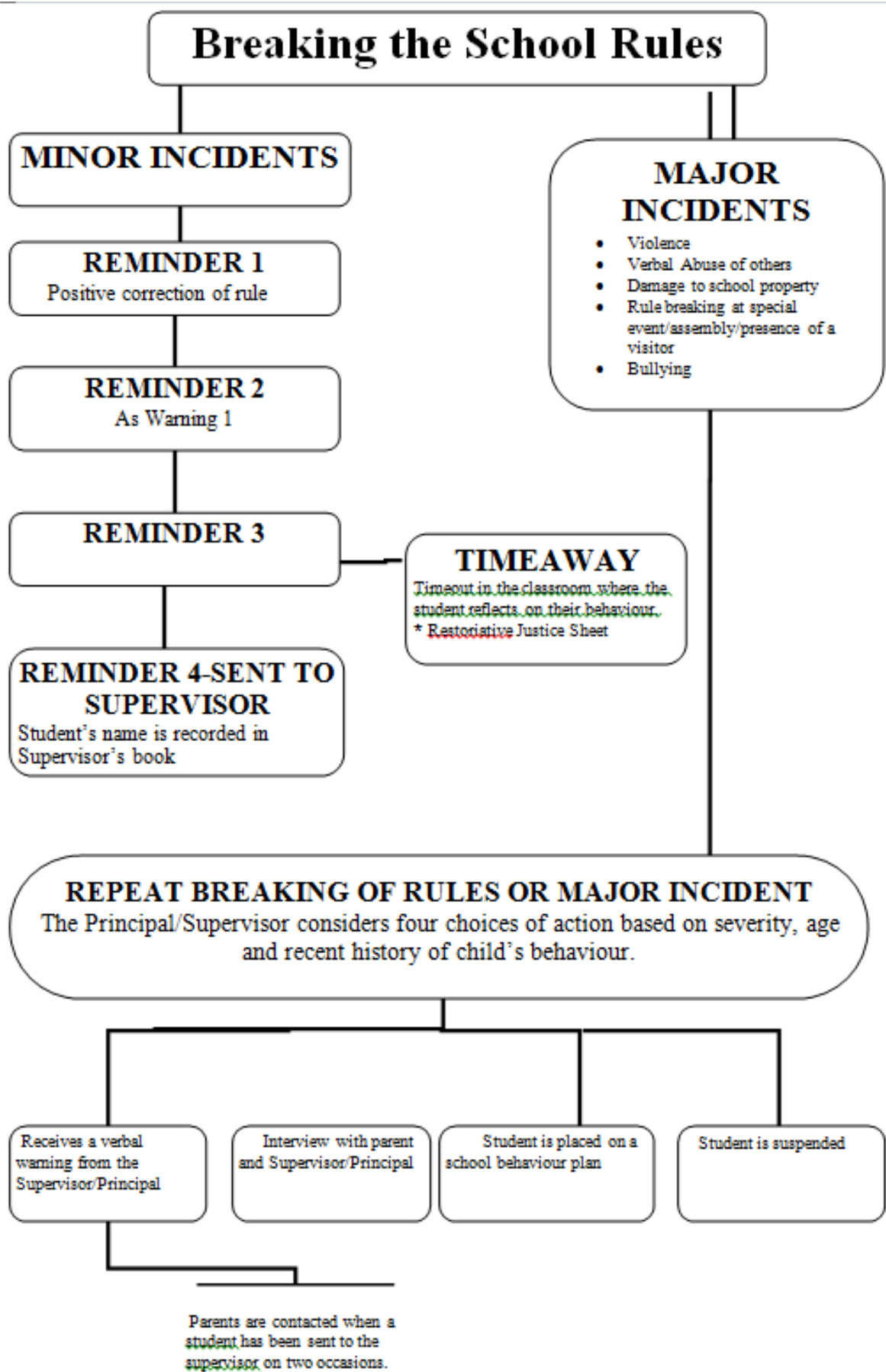
Upon occasion a student making inappropriate choices will benefit by going home early to change the environment. This decision will be made in consultation with the parent, principal and class teacher.

Formal Caution

Upon occasion a student's behaviour might warrant a formal caution. The caution is discussed with the parent and the student during an interview and formalised in a letter.

Suspension

In keeping with Department of Education and Communities policy, upon occasion a student may be suspended from school.



3.2 Protecting Children (Child Protection)

Ensure the safety, welfare or wellbeing of children.

- **Child Protection**

The staff at Dobroyd Point Public School participates in mandatory Child Protection Awareness Training with annual updates. The training focuses on child protection legislation, agencies and policies. There is also a focus on the responsibilities of employees and professional practice.

Staff members are aware of the indicators of abuse and neglect of children and young people, their obligations to advise the principal of any concerns about their safety, welfare and wellbeing, and the mandatory obligation to report suspected risk of significant harm and the procedures for doing so.

The school will escalate concerns if serious safety issues remain after a report has been made. It will continue to support and promote the safety of the child or young person who is the subject of concerns. It will comply with record keeping requirements, including staff completion of induction and annual updates, and reports to the Helpline.

- **Working With Children Check**

Non-teaching staff and volunteers including parents obtain a Working With Children Check involving a national criminal history check and review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

3.3 Out-of-Home-Care

Support children and young people in statutory out-of-home-care.

- **Education Plan**

Dobroyd Point Public School will prepare an education plan developed within 30 school days of notification that a child has entered or is in care. This plan will be updated and reviewed at least annually or when there are changed circumstances impacting on the student's ability to participate in learning.

3.4 Supporting Students with Disability

Plan and coordinate support needs for students with disability and additional learning needs.

- **Inclusive Education**

At Dobroyd Point Public School School staff members are aware of their obligations towards students with disability and their parents and carers under the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005*.

School and teacher practice supports the provision of personalised learning and support for students with disability. This is about quality differentiated teaching practice and includes making adjustments to curriculum delivery and assessment that anticipates and responds to students' learning differences. School and teacher practice also focuses on using resources in a manner that enables the school to meet identified learning and support needs of students with disability in consultation with students and or their parents and carers.

The school participates in the annual Nationally Consistent Collection of Data on Schools Students with Disability (NCCD).

- **Individual Learning Plans**

Teachers prepare Individual Education Plans (IEP) or Personalised Learning Plan (PLP) for every student with a disability and/or special needs. These plans use data collected on academic and social achievement to set learning goals. The plans are typically prepared in consultation with staff and parents.

4) Thrive

Our students will grow and flourish, do well and prosper.

4.1 Nutrition in Schools

Promote and model healthy eating and good nutrition in school programs.

- **Classroom Learning**

Nutrition is taught in each stage as part of Personal Development, Health and Physical Education (PDHPE) K-10. It is about the development of healthy attitudes and behaviours fundamental to the adoption of a healthy lifestyle. Children participate in lessons that focus upon relevant information, skill development and values clarification related to nutrition issues.

- **Crunch & Sip**

Crunch & Sip is a time during the school day when students can eat fruit or salad vegetables and drink water in the classroom or playground. The idea is to help kids to re-fuel and boost their physical and mental performance and concentration in the classroom. Crunch & Sip is about the school promoting and modelling healthy eating and good nutrition involving food and drink.

Each day, students bring a piece of fruit or salad vegetables to school to eat in the classroom, usually at a set time. In addition, each child has a small, clear bottle of water in the classroom to drink throughout the day to maintain hydration. Through Crunch & Sip Dobroyd Point Public School demonstrates its commitment to nutrition education in the classroom.

4.2 Sun Safety for Students

Plan and implement best practice strategies for sun safety.

- **Wear a Hat Stay Safe**

All children are required to wear a hat when they are outdoors. The school policy of 'Wear a Hat Stay Safe' is enforced. Children without a hat during recess and lunch are directed by the teacher on duty to remain in a shaded area.

During excursions or outdoor activities such as sports carnivals, children are encouraged to apply sunscreen. It is the responsibility of Parents and Caregivers to inform the class teacher if their child is not permitted to apply sunscreen.

Each morning children wear their hat to morning lines. Hat monitors award points to classes for most children wearing hats.

4.3 Student Health

Promote the healthy development of students and protect the health and safety of those with health care needs.

- **Health Care Plans**

Many children have medical conditions such as asthma or eczema that need to be managed by the staff here at school. Management includes making special provisions or administering medication.

If a child has an ongoing medical condition that needs to be managed by the staff it is essential that parents go to your local doctor for an individual health care plan.

This plan needs to be given to the school. The plan needs to be updated annually or if the medical condition changes.

- **Administering Medication**

All medication sent to school must be given to the Office. Medication for any child including Ventolin will be administered with the direct supervision of the staff. The school is to be provided with specific instructions about the dosage and times or circumstances under which the medication is to be administered.

4.4 Drug Education

Educate children about drugs and preventing drug misuse

- **Classroom Learning**

Dobroyd Point Public School meets the mandatory requirements for drug education in the Personal Development, Health and Physical Education (PDHPE) key learning area. Students are provided with adequate opportunities to acquire the knowledge and develop the skills to make appropriate decisions about drug use.

4.5 Road Safety Education, Driver Education and Training

Education students to stay safe on the road through road safety.

- **Classroom Learning**

Road safety education is taught in each stage as part of Personal Development, Health and Physical Education (PDHPE) K-10. This strand focuses on developing in students a commitment and an ability to act in ways that will keep themselves and others safe from harm. Students will be given opportunities to analyse various situations and investigate ways of behaving safely in these situations.

- **Walk Safely to School Day**

Dobroyd Point Public School is situated in a relatively quiet location but with nearby busy roads. Pedestrian safety is paramount, with many students walking to and from school and crossing the roads around the school.

Each year the school participates in Walk Safely to School Day which is about encouraging students to walk and commute safely to school. It is a community event and includes students, parents, teachers and officers from Ashfield Police Station.

Included in the Walk Safely to School Day initiative are lessons to teach that children up to 10 years need to hold an adult's hand when crossing the road. The lessons also develop the road-crossing skills children will need as they become mature pedestrians.