

WELLBEING POLICY & OPERATIONAL GUIDELINES



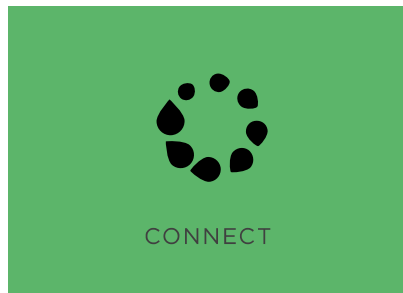
Revised May 2018

Wellbeing

The NSW Department of Education is committed to creating quality learning opportunities for children and young people. At North Haven Public School we share in this vision.

'Our Commitment to our students, parents and members of the community is that public schools will be teaching and learning environments that enable the development of healthy, happy, successful and productive individuals. (The Wellbeing Framework for Schools, NSW DEC, 2015).

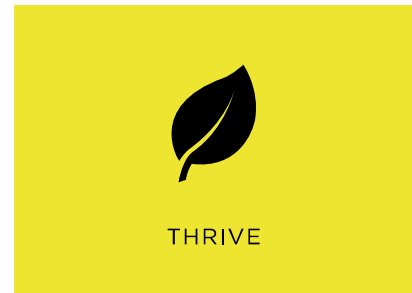
*The Wellbeing Framework** directs schools to construct supportive environments that build upon the individual strengths of students and position them to connect, succeed and thrive.



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.



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



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

ENABLE

The school environment is pivotal to the growth and development of our most important assets – our children and young people. Our schools strive for excellence in teaching and learning, connect on many levels and build trusting and respectful relationships for students to succeed.

*<https://education.nsw.gov.au/student-wellbeing/whole-school-approach/wellbeing-framework-for-schools>

The overarching agenda of our school's response to the Wellbeing Framework and DEC policy areas is to positively impact and support students' cognitive, physical, social, emotional and spiritual development.

To fulfil our commitment to The Wellbeing Framework for Schools, North Haven implements processes and procedural guidelines in several key areas.

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Enrolment

Enrolment procedures assist schools identify and meet the needs of students who wish to enrol at a NSW Public School. The gathering of information upon enrolment and the implementation of enrolment procedures seeks to support a student's successful entry to our school.

Refer to North Haven Public School Implementation Guidelines and Procedures – Enrolment

In compliance with Department of Education enrolment policy: <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

Attendance

Regular attendance at school is essential to assist student learning and promote wellbeing. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Refer to North Haven Public School Implementation Guidelines and Procedures – Attendance

In accordance with Department of Education School Attendance Policy: <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Transition programs

North Haven Public Schools, as an active participant in its community of schools works with other local public schools to support students transitioning to and from our school.

In collaboration with parents, carers, local early education providers and intervention services North Haven Public School runs a successful transition to Kindergarten program that involves parent communication, orientation activities, a Year 6 buddy mentoring program and drop in days prior to the commencement of school.

In collaboration with Camden Haven High School, North Haven runs a successful transition to High School program that involves students and parent information sessions, orientation activities and the sharing of information to identify and support students with additional needs.

All transition programs are committed to supporting students and promoting positive school experiences.

Refer to North Haven Public School Implementation Guidelines and Procedures – Enrolment

In compliance with Department of Education enrolment policy: <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

Student Health

Schools are required to implement practices related to student health that comply with the NSW Work Health and Safety Act 2011 (WHS Act), Common Law obligations (Duty of Care), Anti-discrimination and privacy legislation, and that demonstrate a commitment to collaboration with parents to support the wellbeing of students.

Schools assist students who have health support needs at school by means that include the provision of first aid (including emergency care), the provision of temporary care when students become unwell at school, the administration of prescribed medications and health care procedures, and the development of individual health care plans if required.

All staff are trained and compliant with mandatory requirements, including First Aid, emergency care and anaphylaxis.

Refer to North Haven Public School Implementation Guidelines and procedures – Student Health.

School processes are in accordance with Department of Education Student Health Policy:

<https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy>

Student Safety

Student safety is a primary consideration. Schools are required to implement practices that comply with the NSW Work Health and Safety Act 2011 (WHS Act), Common Law obligations (Duty of Care), Anti-discrimination and privacy legislation, and procedures that demonstrate a commitment to collaboration with parents to support the wellbeing of students.

All Teachers are trained and compliant with mandatory First Aid (including emergency care), Risk management, code of conduct and child protection requirements.

Refer to North Haven Public School Anti-Bullying Plan.

Drafted in accordance with Department of Education prevention and responding to bullying policy:

<https://education.nsw.gov.au/policy-library/policies/bullying-preventing-and-responding-to-student-bullying-in-schools-policy>

Refer to North Haven Public School Implementation Guidelines and Procedures – Excursions.

Excursion procedures are in accordance with Department of Education Sun Safety Guidelines for Students:

<https://education.nsw.gov.au/policy-library/policies/excursions-policy>

Refer to North Haven Public School Implementation Guidelines and Procedures – Sport and Physical Activity

Sun Safety measures, including the provision of shaded play areas, active encouragement to wear hats/sunscreen and the consideration of sun safety in all school activities, including carnivals, Physical Education lessons and for excursions are in accordance with Department of Education Sun Safety Guidelines for Students: <https://education.nsw.gov.au/policy-library/associated-documents/Student-Health-in-NSW-Public-Schools-Sun-safety-guidelines.doc>

Emergency procedures

North Haven Public School have developed and routinely communicate procedures to follow in the case of an emergency (includes evacuation and lock down procedures).

These procedures are in accordance with NSW DEC Work Health and Safety Policy:

<https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy>

Student Welfare and child protection

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people. NSW DEC polices set out roles and mandatory responsibilities of staff in relation to child protection including training, reporting on safety, and supporting children and young people, as well as monitoring, evaluation and reporting requirements.

Refer to North Haven Public School Implementation Guidelines and procedures – Protecting and Supporting Young People.

Refer to North Haven Public School Implementation Guidelines and procedures – Working with Children Check.

Refer to North Haven Public School Implementation guidelines and procedures – Code of Conduct

In accordance with Department of Education Policy on Protecting and supporting children and young people:

<https://education.nsw.gov.au/policy-library/policies/protecting-and-supporting-children-and-young-people-policy>

Teaching and Learning programs to support Student safety and wellbeing

The promotion of student safety and wellbeing involves Teaching and Learning Programs to explicitly teach and build students' capacity to make positive choices. At North Haven Public School we implement annual, explicit whole school PDHPE Units of Learning for all Stages in 4 key aspects of student safety and wellbeing.

- Term 1 - Social and emotional Learning - incorporating an evidence based KidsMatter framework to build student competencies. (includes strategies for conflict resolution, positive interactions, peer support, anti-bullying and self-regulation)
- Term 2 - Drug Education
- Term 3 - Child Protection (incorporating DEC No Go Tell strategies)
- Term 4 - Summer Safety (incorporating Sun, Water and Road safety education) - Students in Year 2 or above have an opportunity to participate in an accredited *Swim School* skills based program annually.

Teaching and Learning programs address NSW Board of Studies Syllabus Requirements in the Key Learning Area of Personal Development, Physical Education and Health (PDHPE): <https://syllabus.nesa.nsw.edu.au/pdhpe/>

In addition to PDHPE units, the 9 values for Australian schooling are explicitly taught and referred to in PBL procedures http://www.curriculum.edu.au/values/val_national_framework_nine_values

Positive behaviour for learning (student discipline and reward procedures)

At North Haven, our behaviour management processes focus on promoting positive behaviours and intervening to address behaviour that interrupts learning in a manner that supports student capabilities.

Reward systems include

- Specific praise and acknowledgement of student efforts
- Awarding certificates (whole school and class awards) for positive behaviour.
- Classroom and house point rewards for positive behaviours and personal achievement
- Negotiated rewards for goals developed in Personalised Learning Plans (as required for students with additional needs).

The Five Fair Rules and traffic light systems are explicitly taught and consistently implemented across the school to guide classroom and playground behaviour.

The Five Fair Rules are:

1. I can work quietly
2. I can follow instructions
3. I can listen
4. I can raise my hand and wait
5. I can control what I do and say

Classroom Implementation:

Classroom procedures when a student breaks a rule:

Reminder - reminder of appropriate behaviour

1st warning (Green light) - warning or classroom time out

2nd warning (Orange light) - classroom time out/could involve loss of privileges

3rd warning (Red light) - buddy class or sent to executive or principal for time out/conferencing

Playground Implementation:

Playground procedures when a student breaks a rule:

Reminder of appropriate behaviour. Teacher may record on playground board

Discussion and playground time out near duty teacher. Teacher may note on playground board

Referred to executive for follow up conferencing

Refer to North Haven Public School Implementation guidelines and procedures – Student Discipline

In accordance with Department of Education Policy on Student discipline: <https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>

Suspension and expulsion

NSW Department of Education sets out requirements for the suspension and expulsion of school students from NSW government schools. Refer to section 4.1.7 of the NSW DEC Student discipline in government schools policy: <https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>

Provision of Learning and Support

Students with additional needs are identified and supported via the School's Learning and Support Team which supports students through whole school programs and targeted support mechanisms (which may include teacher professional learning, classroom differentiation, appropriate adjustments or accommodations in the classroom or playground or a referral to school based counselling services.

Refer to North Haven Public School Learning and Support Team Operational Guidelines.

In accordance with NSW DEC Directives for the provision of learning support:

<https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support>

And in accordance with NSW DEC counselling and psychology service provisions:

<https://education.nsw.gov.au/student-wellbeing/counselling-and-psychology-services/school-counselling>

Provision of extra-curricular opportunities including student leadership

NSW government schools provide high quality education services that support students to achieve their potential, develop strong values, and secure their future. Our school offers extensive curriculum opportunities which ensure learning is engaging, relevant and challenging. Our fully trained and qualified teachers help students develop skills in a wide range of extra-curricular activities such as:

- Student leadership programs including Student Representative Council, House Captains, Buddy System
- Performing Arts Programs - Band, Choir, Dance, Public Speaking and Debate
- Tinker Room – collaborative play using robots, Lego and basic tools to explore electrical equipment
- Gardening Club – vegetable garden and plant maintenance
- Recycling Team – paper recycling and energy saving
- Sporting Opportunities – Kilometre Club (Daily fitness), PSSA, visiting promotional skills sessions
- Robotics – collaborative designing, building and programming robots and problem solving tasks
- Community events – ANZAC, CHAFFS, Christmas Carols events, Rotary Junior Citizenship Awards
- Special Community based Days – Family BBQ, Grandparents' Day, Open Day, Gala Night
- External competitions – ICAS
- Special Religious Education (SRE) in accordance with DEC policy: <https://education.nsw.gov.au/policy-library/policies/religious-education-policy>

Homework

In consultation with parents and carers, teachers provide work for students to complete at home. This work will be educationally beneficial and meet the realistic expectations of students, teachers, parents and caregivers, in accordance with DEC policy on homework provision: <https://education.nsw.gov.au/policy-library/policies/homework-policy>

Appendix – overview of programs and initiatives to support student wellbeing.

	CONNECT	SUCCEED	THRIVE	ENABLING
SRE	*		*	*
Values	*			
5 Fair Rules	*	*		*
Performing Arts Programs	*		*	*
Child Protection Curriculum	*			
Kids Matter SEL/Anti Bullying	*	*	*	*
Positive Peer Pressure Program	*			
STEM/ 21 st Century capabilities	*			*
Parent helpers/ VITAL tutors	*			*
Personal Learning Plans & family Conferences	*			
Quality Assessment/ Reporting Practices	*	*	*	
Gardening Club	*		*	*
Sporting Opportunities	*		*	*
Tinker Club	*		*	*
SRC			*	*
Homework Policy		*		
Feedback		*		
Merit / Citizenship/Assembly/Sports/CAPA awards		*	*	*
T & L Cycle driven programming		*	*	*
LST Policy		*		
Quality Teaching Practices			*	
Playground Systems and support			*	
Classroom Presentations			*	
LaS Programs			*	
Community Events e.g. ANZAC/CHAFFS/Rotary Jnr			*	
School Community Voice ~TTFM Survey			*	
Grandparents Day/Special invitation days				*
Need Help with positive Strategies (Planning Room)				*
SLSO Learning Support				*
Healthy Harold				*
Transition/Orientation Programs				*
Newsletter				*
Staff Development through additional PL				*
Passive Play Areas				*
Sensory Playground				*