

Wyndham Community and Education Centre Inc Policy

Policy name	Student Well Being and Duty of Care Policy (VCAL)
Responsible person	CEO
Staff involved	Training Services Manager, VCAL Coordinator, VCAL staff
Review dates	2013
Related documents	Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 1995 (Vic), Working with Children Act 2005 (Vic), Occupational Health and Safety Act 1985 (Vic), Access and Equity Policy (including Cultural Diversity), Police Check Policy, Recruitment of VCAL Professionals Policy, Staff Recruitment and Induction Policy and Procedure, VCAL Contact Procedure, Critical Incident Policy, Incident Report Form, Critical Incident Procedure, Risk Management Plan, Cyber Bullying Policy, Harassment, Discrimination and Bullying Policy, Conflict Resolution Policy, Vision, Statement of Purpose, Strategic Plan, Framework for Student Support services in Victorian Government Schools Document

Wyndham Community and Education Centre Inc. is committed to providing a safe, caring and supportive learning environment for all students. Wyndham Community and Education Centre Inc. (WCEC) values the diversity of its community and applies its vision, values and policies across the whole of its organisational practices and programs.

WCEC acknowledges that student safety and well being are the responsibility of all staff working within the organisation. Helping students to learn effectively and to develop positive attitudes and behaviours to learning are goals shared by staff at WCEC. Emphasis is placed on meeting student's individual learning needs and tailoring programs to meet those needs. WCEC works in partnership with several entities including schools, networks and youth services to ensure appropriate support services are available and accessible to students and their families while students are enrolled in a course at WCEC.

Underlying this policy is the premise that students have the responsibility for their behaviour and that staff will work in partnership with students and parents to assist them to meet the requirements of enrolment in the VCAL program. As part of duty of care arrangements to students, Wyndham Community and Education Centre Inc. will take all reasonable steps to supervise students appropriately while they are engaged in programs at the Centre.

Wyndham Community and Education Centre Inc. is committed to:

- improving student engagement and well being;

This document was accepted by the Committee of Management of the Wyndham Community and Education Centre Inc on 8th April 2011 and supersedes all previous versions.

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- strengthening the cohesiveness and self esteem of youth undertaking programs at the Centre;
- providing an effective and supportive learning environment;
- increasing learner connectedness with the Centre;
- improving levels of learning and motivation of young people;
- ensuring appropriate supervision and duty of care;
- improving attendance rates for young people; and,
- providing information and support for young people.

In order to achieve the above, Wyndham Community and Education Centre will:

- implement support structures and programs which will address the identified needs of students including referral to external resources such as alternative programs and/or support agencies;
- ensure that staff have professional development to enhance their knowledge and skills;
- ensure that staff have the appropriate qualifications and working with children checks or police/criminal checks;
- ensure that students and staff are properly inducted;
- ensure that programs build on prior learning and are tailored to meet the needs of students;
- encourage participation in activities and programs that develop connectedness with the community;
- foster learning and social behaviours that are consistent with the values of the organisation;
- monitor behaviour to ensure the safety of all and promote successful learning;
- celebrate diversity and community events;
- collaborate with parents to promote student well being;
- ensure at least 2 staff are onsite who are trained to administer First Aid;
- ensure strong links with the community and its relevant support agencies and networks;

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- ensure ‘Duty of Care’ to students while on the premises and on excursions including notifying parents when a student leaves the premises without authorisation;
- ensure that no scheduled classes occur for more than 8 hours a day or outside the hours of 8:00 am and 10:00 pm on any day; and,
- ensure that a Memorandum of Understanding is in place for students undertaking training with another organisation.

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